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ABSTRACT

The evaluation materials presented may be used by instructors of nursing assistants as assignment sheets or as unit tests, whichever is deemed most advantageous for the students. The test items are presented in divisions which correspond to the 11 units of the related curriculum guide: orientation, human behavior; medical communication skills; asepsis; nutrition; safety; body systems and disorders; basic skills; maternal and infant care; admission, transfer, and discharge; and death. Tests are in the form of multiple choice, true-false, completion, and matching items; essay sections; object tests; and performance tests. Not all forms are employed for each unit. Answer sheets are included. (AG)

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HEALTH OCCUPATIONS EDUCATION
EVALUATION MATERIALS
For
NURSING ASSISTANT PROGRAMS

P.L. 90-576, TITLE II EPDA

GRANT NO.- OEG 3-74-0120

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JUNE 1975

5/6

FOREWORD

This manual of evaluation materials offers testing suggestions for nursing assistant courses in the public schools. Thanks are expressed to the instructors listed on the following page and to others who participated in the development of this evaluation manual.

We anticipate that secondary health occupation instructors will find it useful in the evaluation of their classes.

McClelland M. Gray
State Supervisor
Trade and Industrial Education
State Department of Education

PREFACE

This evaluation guide was developed for use with Nursing Assistant programs in secondary schools, rehabilitation centers and hospitals. Instructors may utilize the guide as assignment sheets or as unit tests, whichever is deemed most advantageous for students.

The instructors participating in the development of this guide were:

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UNIT I - ORIENTATION

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A B C D E
○ ○ ● ○ ○ (This indicates choice "C" was chosen)

1. The nurse assistant receives her assignment from:

A. director of nurses.
B. head nurse.
C. ward clerk.
D. student nurse.
E. another nurse assistant.

2. The personal appearance of the nurse assistant is extremely important. Which one of the following statements is correct concerning personal appearance?

A. It is permissible for long hair to be worn down.
B. Fingernail polish should match the uniform.
C. Wear plenty of perfume; patients like it.
D. Wear a clean, well pressed uniform.
E. Jewelry of any type is permissible.

3. Which of the following is not likely to be a duty of the nurse assistant?

A. Give a medication.
B. Take a rectal temperature.
C. Give a bed bath.
D. Give an enema.

4. Hospitals which treat illness of all types and people of all ages are called:

A. convalescent hospitals.
B. pediatric hospitals.
C. orthopedic hospitals.
D. general hospitals.
E. obstetrical hospitals.

5. A friend asks you about a patient you have been caring for in the hospital. What should you do?

A. Tell him the doctor is very concerned about the patient.
B. Suggest he talk with a member of the patient's family.
C. Tell him what you overheard the doctor tell the patient's family.
D. Tell him you feel the patient is doing very well.
E. Ignore him and in the future he will not bother to ask you.

6. Which of the following would be considered the best quality for a nurse assistant to posses?

A. A high I.Q.
B. A good leader.
C. Ability to get along with people.
D. Ability to carry out any procedure she is asked to do.
E. A good fellow.

7. If a nurse asks you to perform a procedure you are not allowed to perform, what should you do?

A. Go ahead and do it for fear of losing your job.
B. Tell her you will, but don't do it.
C. Tell her you cannot perform the procedure and explain why.
D. Report it to the doctor.
E. Report it to another nurse assistant.

8. Which of the following situations would result in a case of negligence?

A. A patient assigned to you who is up and about, falls in the hallway.
B. A nurse assistant changes a sterile dressing and has not been taught to do this.
C. A patient overhears you talking to another patient about his condition.
D. A patient climbs over the side rails and falls.
E. A nursing assistant serves a patient who is on nothing by mouth, his lunch tray.

9. Your responsibility to yourself and to your patients include:

A. giving good and careful care to the patients.
B. doing everything the patient asks you to do.
C. doing everything the nurse tells you to do.
D. discussing the patient's condition in as much detail as you know.
E. releasing the patient's condition to a newspaper reporter.

10. Which of the following statements is correct in regard to long fingernails on the nurse assistant?

A. It is against hospital policy.
B. More time is required for the care of long fingernails.
C. Most patients do not like long fingernails.
D. Long fingernails are easily broken when working.
E. Long fingernails may injure or scratch the patient.

11. A patient who is very ill tells you he would like to talk with a clergyman. What would you do?

A. Tell the doctor when he makes his rounds.
B. Report it to the head nurse immediately.
C. Tell a friend who goes to the same church as the patient.
D. Tell the head nurse when you are reporting off duty.
E. Ignore the patient because he is too sick to have visitors.

12. A patient insists that you take a dollar for helping her shampoo her hair. What will you do?

A. Accept it and thank the patient.
B. Refuse and act offended that such an offer was made.
C. Accept it and be sure to share it with the assistant who helped you.
D. Accept it and later give it to a member of the patient's family.
E. Refuse graciously, explain that you are not allowed to accept tips.

13. Which of the following would you report promptly to the head nurse?

A. A patient was rude to a visitor.
B. An aide tells you she is unhappy working with a particular patient.
C. A patient tells you the hospital food is no good.
D. A patient tells you his family hasn't been to see him.
E. A patient falls over a footstool onto the floor.

14. The official international health agency concerned with the health of the total population is the:

A. United States Public Health Service.
B. International Health Service.
C. World Health Organization.
D. National Public Health Services.
E. American Public Health Association.

15. An example of a tax-supported community agency is the:

A. Heart Association.
B. March of Dimes.
C. Health Department.
D. Cancer Society.
E. United Fund.

16. Which of the following personnel will be least likely to be a member of the Hospital team?

A. Administrator.
B. Doctor.
C. Food Services.
D. Housekeeping.
E. Nursing Assistant.

17. The nursing team is headed by a/an:

A. registered nurse.
B. team leader.
C. head nurse.
D. doctor.
E. administrator.

18. If a patient asks you to write his will you should:

A. refer the matter to the administrator.
B. call your lawyer.
C. write the will.
D. ignore the patient.
E. report this to the team leader or supervisor.

19. Which of the following procedures would the nursing assistant least likely be assigned?

A. Passing a levine tube.
B. Passing a rectal tube.
C. Collecting specimens.
D. Assisting patient to ambulate.
E. Giving enemas.

20. In which of the following examples would the nursing assistant most likely be guilty of negligence?

A. Patient who has bathroom privileges falls when you are out of the room.
B. Patient falls because you forgot to wipe up water you had spilled on the floor.
C. Patient develops an infection when you perform a procedure you have not been taught.
D. Patient develops an important symptom which you do not report to the nursing team.
E. Patient loosens restraints and falls out of bed.

21. When you are caring for a patient of a different faith than your own, you must:

A. explain your faith so he will understand it.
B. show the patient how wrong he is.
C. respect his religious beliefs.
D. arrange to have your minister visit the patient.
E. call the hospital chaplain.

22. Which of the following units would not be considered a specialty area?

A. Maternity unit.
B. Cardiac car unit.
C. Surgical unit.
D. Pediatric unit.
E. Medical-Surgical unit.

23. Which of the following would be considered least important with respect to personal adjustment for the nursing assistant?

A. Obeying orders from supervisors promptly.
B. Completing assignments on schedule.
C. Dependability.
D. Accuracy in performing nursing measures.
E. Ability to accept criticism.

24. Which of the following situations would be considered the most important to be reported to the head nurse?

A. A patient speaks harshly to you for no apparent reason.
B. You overhear a patient arguing with a visitor.
C. An elderly patient stumbles and falls while getting into bed.
D. You feel your assignment is unfair.
E. The patient argues with the doctor about his diet.

25. When you do not completely understand how to carry out a procedure, the most important thing for you to do is:

A. do the best you can and don't bother others with your problems.
B. seek help from another nursing assistant.
C. take your problem to the administrator.
D. go to the nurse who is your supervisor.
E. take your problem to the Director of Nursing.

Code No.____________________

Name________________________

Score_______________________

ANSWER SHEET - UNIT I

PART I - MULTIPLE CHOICE

	A	B	C	D	E
1.	○	●	○	○	○
2.	○	○	○	●	○
3.	●	○	○	○	○
4.	○	○	○	●	○
5.	○	●	○	○	○
6.	○	○	●	○	○
7.	○	○	●	○	○
8.	○	○	○	○	●
9.	●	○	○	○	○
10.	○	○	○	○	●
11.	○	●	○	○	○
12.	○	○	○	○	●
13.	○	○	○	○	●
14.	○	○	●	○	○
15.	○	○	●	○	○
16.	○	○	○	○	●
17.	○	●	○	○	○
18.	○	○	○	○	●
19.	●	○	○	○	○
20.	○	●	○	○	○
21.	○	○	●	○	○
22.	○	○	○	○	●
23.	○	●	○	○	○
24.	○	○	●	○	○
25.	○	○	○	●	○

UNIT I

PART II MODIFIED TRUE - FALSE

Directions: Some of the following statements are true and some are false. If the statement is true, darken the circle representing "T" on the answer sheet and do no more. If the statement is false, darken the circle representing the "F" on the answer sheet AND do two more things.

1. In blank A on the answer sheet write the word or group of words that makes the statement false.
2. In blank B on the answer sheet write the word or group of words that would make the statement true. DO NOT USE WORDS THAT ARE UNDERLINED. Mark only on the answer sheet.

Examples:

The purpose of every hospital is patient care.

T F
● ○
A.________________
B.________________

A patient who is friendly and cheerful should be given more care by nursing personnel.

T F
○ ●
A. more care
B. the same care

26. As a nurse assistant you will assist the nurse in caring for the patient.

T F
○ ○
A.________________
B.________________

27. The nursing supervisor is an R.N.

T F
○ ○
A.________________
B.________________

28. The maintainence department is responsible for keeping the hospital clean.

T F
○ ○
A.________________
B.________________

29. An L.P.N. receives 3 years training.

T F
○ ○
A. ____________________
B. ____________________

30. Male nurse assistants are also called orderlies.

T F
○ ○
A. ____________________
B. ____________________

31. Hospital volunteers are not paid for their services.

T F
○ ○
A. ____________________
B. ____________________

32. The nurse is responsible for deciding what information is to be given to the patient.

T F
○ ○
A. ____________________
B. ____________________

33. Patients should receive nursing care based on their ability to pay for it.

T F
○ ○
A. ____________________
B. ____________________

34. The hospital administrator is responsible for the over all management of the hospital

T F
○ ○
A. ____________________
B. ____________________

35. Being a witness for a patient writing a will can lead to legal complications and should be avoided.

T F
○ ○
A. ____________________
B. ____________________

36. As a nursing assistant you will carry out simple nursing procedures.

T F
0 0
A.________________________
B.________________________

37. The most important objective of a hospital is good housekeeping.

T F
0 0
A.________________________
B.________________________

38. It is not always necessary for you to learn all the rules and regulations at your hospital in order for you to do your job well.

T F
0 0
A.________________________
B.________________________

39. When you learn all of the duties for one nursing unit, the same duties are used throughout the hospital.

T F
0 0
A.________________________
B.________________________

40. The nursing assistant in the nursery or operating room does not wear a scrub dress.

T F
0 0
A.________________________
B.________________________

41. It isn't necessary to ask questions about things you don't understand. You learn by doing.

T F
○ ○
A.________________________
B.________________________

42. The Nursing Assistant's appearance and manners are very important.

T F
○ ○
A.________________________
B.________________________

43. Safety must be put into practice with every nursing measure.

T F
○ ○
A.________________________
B.________________________

44. Theory is important, but it is not always necessary to practice what has been learned.

T F
○ ○
A.________________________
B.________________________

Code No.
Name
Score

ANSWER SHEET - UNIT I

PART II - TRUE - FALSE

26. T F
● ○
A.
B.

27. T F
● ○
A.
B.

28. T F
○ ●
A. maintenance
B. housekeeping

29. T F
○ ●
A. 3 years
B. 12-18 months

30. T F
● ○
A.
B.

31. T F
● ○
A.
B.

32. T F
○ ●
A. nurse
B. doctor

33. T F
○ ●
A. ability to pay
B. need

34. T F
● ○
A.
B.

35. T F
● ○
A.
B.

36. T F
● ○
A.
B.

37. T F
○ ●
A. housekeeping
B. nursing care

38. T F
○ ●
A. not always
B. always

39. T F
○ ●
A. some duties
B. different duties

40. T F
○ ●
A. doesn't wear scrub dress
B. does wear scrub dress

41. T F
○ ●
A. isn't necessary
B. is necessary

42. T F
● ○
A.
B.

43. T F
● ○
A.
B.

44. T F
○ ●
A. isn't always
B. always

UNIT I

PART III - MATCHING

Directions: Match the definition of the word or words in the left-hand column with the appropriate name in the right-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an item only once. One point for each.

Example:

A	B	C	D	E	F	G	H	I	J	K	L	M
○	○	●	○	○	○	○	○	○	○	○	○	○

(This indicates that answer "C" was chosen.)

45. Maintenance Department
46. Housekeeping Department
47. Medical Record Department
48. Dietary Department
49. Intensive Care Unit
50. Obstetrics
51. Pharmacy
52. Business Management
53. Pediatrics
54. Laboratory

A. Unit for seriously ill patients who need constant observation

B. Responsible for the hospital's business transactions

C. Responsible for keeping the hospital clean

D. Takes and develops X-Rays

E. Unit for patients who are having babies

F. Responsible for repairs, such as painting, plumbing, electrical repairs

G. Prepares and serves the food

H. Unit for patients who have mental illnesses

I. Unit which cares for children

J. Dispenses medication

K. Unit which cares for normal newborns

L. Performs tests which aid the doctor in diagnosing a condition

M. Patients' charts and records are kept here

55. Dietician

56. Registered Nurse

57. Orderly

58. Private Room

59. Semi-Private Room

60. Ward

61. Licensed Practical Nurse

62. Administrator

A. Male Nursing Assistant

B. Hospital room with one bed

C. Hospital room with three or more beds

D. Prepare menus for patients

E. 1 year to 18 months of training

F. Head of the hospital

G. Repairs equipment and facility

H. Checks the food

I. Prescribes medication

J. 2-4 years of training

K. Keeps hospital clean

L. Hospital room with two beds

M. Keeps the records

Code No.____________________

Name________________________

Score________________________

ANSWER SHEET - UNIT I

PART III - MATCHING

	A	B	C	D	E	F	G	H	I	J	K	L	M
45.	0	0	0	0	0	●	0	0	0	0	0	0	0
46.	0	0	●	0	0	0	0	0	0	0	0	0	0
47.	0	0	0	0	0	0	0	0	0	0	0	0	●
48.	0	0	0	0	0	0	●	0	0	0	0	0	0
49.	●	0	0	0	0	0	0	0	0	0	0	0	0
50.	0	0	0	0	●	0	0	0	0	0	0	0	0
51.	0	0	0	0	0	0	0	0	0	●	0	0	0
52.	0	●	0	0	0	0	0	0	0	0	0	0	0
53.	0	0	0	0	0	0	0	0	●	0	0	0	0
54.	0	0	0	0	0	0	0	0	0	0	0	●	0
55.	0	0	0	●	0	0	0	0	0	0	0	0	0
56.	0	0	0	0	0	0	0	0	0	●	0	0	0
57.	●	0	0	0	0	0	0	0	0	0	0	0	0
58.	0	●	0	0	0	0	0	0	0	0	0	0	0
59.	0	0	0	0	0	0	0	0	0	0	0	●	0
60.	0	0	●	0	0	0	0	0	0	0	0	0	0
61.	0	0	0	0	●	0	0	0	0	0	0	0	0
62.	0	0	0	0	0	●	0	0	0	0	0	0	0

UNIT I

PART IV COMPLETION

Part A: Fill in the blank spaces with one of the words listed below.

63. The ____________________ receives two years to four years of special training and must pass a state examination for licensure.

64. The ____________________ receives from one year to 18 months of training and must pass a state examination for licensure.

65. The ____________________ receives on-the-job training and assists in caring for patients.

66. The ____________________ is responsible for the nursing care of all the patients on one particular unit.

67. The ____________________ directs the nursing service of several patient care units.

68. The ____________________ is employed to care for one patient.

69. The ____________________ has the responsibility of directing and supervising professional nurses and the auxillery staff.

nursing assistant
staff nurse
nursing supervisor
R.N.
head nurse
ward secretary
unit manager
director of nursing services
L.P.N.
private duty nurse

Part B: Each of the statements below contains a blank at or near the end of the statement. You are to supply the missing word. Mark Only on the Answer Sheet.

70. Many hospitals have a special area called a ____________________ which cares for patients who have heart attacks or heart diseases.

71. Health care facilities which care for patients who do not need to be hospitalized but need nursing care which often cannot be given in a private home are called ____________________.

72. The nursing unit which specializes in the care of children is called the ____________________ unit.

73. When a nursing assistant fails to give care or gives care in which she has not been instructed, she could be found guilty of ____________________.

74. Patients who are to have an operation are considered ____________________ patients.

75. Non-official agencies, such as the American Heart Association, are supported by ____________________.

76. In some states, a L.P.N. may be called a/an __________________.

77. Immediately following surgery, patients are usually taken to the ______________________.

78. The person responsible for deciding what information is to be given to a patient is the _____________________.

79. Information about a patient must be kept ____________________.

80. The hospital team is headed by the ____________________.

81. The nursing team is headed by the ____________________.

82. An assistant who fails to take the necessary safety precautions when applying a hot water bottle and the patient is burned, is guilty of _________________________.

83. The watch the nursing assistant will use must have a second _________________________.

84. The international organization which is concerned with world health problems is known as ______________________.

85. Three examples of Patient Care facilities are __________________, _______________________, and __________________.

86. Interpersonal relationships is ____________________ between two people.

87. Hospital rules and policies are written for the protection of _________________________.

88. When a patient offers you a "tip" for your services, you should _______________________.

Code No.____________________

Name________________________

Score_______________________

ANSWER SHEET - UNIT I

PART IV - COMPLETION

63. R.N.
64. L.P.N.
65. Nursing Assistant
66. Head Nurse
67. Nursing Supervisor
68. Private Duty Nurse
69. Director of Nursing Service
70. Coronary Care Unit
71. Nursing Home
72. Pediatrics
73. Negligence
74. Surgical
75. Voluntary Contributions
76. L.V.N.
77. Recovery Room
78. doctor
79. confidential
80. administrator
81. team leader
82. negligence
83. band
84. world health organization
85. hospital, convalescence homes, homes for aged
86. interaction
87. patient
88. refuse in a firm courteous manner

UNIT I

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. In all cases, follow the guidelines specified if you wish to receive full credit. **MARK ONLY ON THE ANSWER SHEET.**

89. Discuss the nursing team, using the following guidelines.

    A. Define the nursing team.
    B. Discuss 3 members of the health team and their role.

90. Discuss interpersonal relationships, using the following guidelines.

    A. What is the importance of good relationships in the work of a nurse assistant?
    B. Discuss the personal adjustment which must be made by you when you begin working as a nursing assistant.
    C. Discuss how you would handle an irritable, difficult patient.

91. Discuss in your own words the purpose of the Ethical Code.

    A. Define
    B. Moral
    C. Ethical

92. Discuss in your own words the role of the nursing assistant as a member of the health team.

    A. Tean leader.
    B. Duties of a Nursing Assistant.
    C. Who makes the assignment?
    D. Purpose of team nursing.

ANSWER SHEET - UNIT I

PART V - ESSAY

89. A. Professional and non-professional personnel who provide for the care of the sick.

B. 1. Registered nurse - provide nursing care for patients which includes carrying out doctors' orders, recording and reporting facts concerning the patient's condition and carrying out nursing procedures.
2. Licensed Practical Nurse - do many nursing treatments and procedures required in beside nursing.
3. Nursing Assistant - assists with the care of patients under supervision. Nursing assistants work directly with the patient giving physical care and emotional support.

90. A. Interpersonal relationship is how you act with other people. The nursing assistant works with people, patients, and other personnel and she should develop good relationships with them. Good relationships with others begin with your own personality and attitudes.
B. You must observe the rules and regulations of the hospital even if you do not agree with them. You must learn to accept constructive criticism and profit by it. You should be dependable - get to work on time, complete your assignment correctly. You will need to get along with co-workers and help them when they need it and get along with all kinds of patients.
C. You must try to be tolerant and understanding. Be sympathetic with him. Give him the opportunity to express worries and fears. Be a good listener. Be kind.

91. A. Set of rules which guides the conduct of all of those who care for the sick.
B. Moral code rather than legal code established.
C. For the protection of the patient.

92. A. R.N. or L.P.N.
B. Contributes much of nursing care - physical care and emotional support.
C. Team Leader
D. To be able to give better organized total nursing care.

UNIT I

PART VI - OBJECT TEST

Directions to Students:

1. For each of the numbered items on this answer sheet, there is a corresponding station in the classroom. When you are given the signal, go directly to the station bearing the number which has been assigned to you. When, and not before, you are given the signal, observe carefully what has been displayed at that station and then answer the question which has the same number as the station. Each time a signal is given, advance promptly to the next numbered station in order and answer the question which has its number. Do not advance until the signal is given.

2. When two or more objects are displayed at one station, they will be lettered "A" and "B", etc. Be sure to write your answer to the question about each object on the line which has the same letter.

3. Move an instrument or piece of equipment only when this is necessary to obtain an answer to a question. Be sure to leave the objects at each station just as you found them.

Code No.________________
Name________________
Score________________

ANSWER SHEET - UNIT I

PART VI - OBJECT TEST

STATION
NUMBER

1. Name the equipment.

A. urinal (1)
B. emesis basin (2)
C. water pitcher (3)
D. bed pan (4)

2. What solution is used for terminal cleaning of a patient unit?

A. Lysol (5)

3. What would you do to this bed to prepare it for a new patient?

A. make the closed bed into an open bed (6)

4. What is wrong with this patient's unit?

A. bedpan sitting on floor (7)
B. wet towel and washcloth lying on bedside table (8)
C. call bell is not within patient's reach (9)

5. Name this piece of equipment and its use.

A. Name IV Pole (10)
B. Use support containers and tubes such as fluid bottles (11)

6. What makes this unit unsafe for a patient?

A. crank on bed turned outward (12)
B. side rails not latched (13)
C. water on floor (14)

7. How would you clean the article?

A. soak in soap solution (15)
B. scrub article with scouring powder (16)
C. rinse thoroughly (17)
D. dry (18)

8. Name the equipment and its use.

A. Name stretcher (19)
B. Use transport patients (20)

UNIT II - HUMAN BEHAVIOR

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A B C D E
○ ○ ● ○ ○ (This indicates choice "C" was chosen)

1. Interpersonal relationships affect a large group of people. This is true in a nursing situation, therefore, it influences:

   A. the doctors.
   B. the nurses.
   C. the students.
   D. the ward clerks.
   E. all of these.

2. The following characteristic is not necessary in order to become a good health assistant:

   A. good physical health.
   B. healthy personality.
   C. irresponsibility.
   D. adaptability.
   E. flexibility.

3. In order to be in good physical health you should:

   A. follow a strict therapeutic diet.
   B. enjoy all of the social activities in your area.
   C. stay outdoors with the ambulatory patients.
   D. have a balanced diet.
   E. become very involved with patient's problems.

4. Behavior and ethical conduct of the nursing team is important. We expect you to show all of the following except:

   A. respect for authority.
   B. loyalty.
   C. obedience.
   D. lack of sympathy.
   E. courtesy.

5. Common courtesies are expected of the nursing assistant by the patient especially in the areas concerning:

A. privacy.
B. good reputation.
C. use of hospital supplies.
D. public utilities.
E. hospital fire rules.

6. A basic requirement for understanding others is the:

A. ability to communicate.
B. ability to understand self.
C. ability to win friends and influence others.
D. possession of negative personality traits.
E. close contact with professional people.

7. As a nursing assistant you should do all of the following, except:

A. be courteous and pleasant.
B. try to obtain the patient's confidence.
C. establish a very familiar relationship.
D. maintain professional conduct.
E. be understanding of other's beliefs.

8. Good personality and good grooming go together to make a more pleasant situation for the patient, therefore, all of the following are necessary, except:

A. extreme make-up.
B. cleanliness.
C. neatness.
D. correct uniform.
E. politeness.

9. Positive emotions make us feel:

A. good.
B. bad.
C. indifferent.
D. uneasy.
E. uncomfortable.

10. Negative emotions makes us feel:

A. good.
B. bad.
C. indifferent.
D. accepted.
E. comfortable.

11. The best way to deal with emotional upsets in your work is to:

A. avoid them.
B. burst into tears.
C. leave the scene immediately.
D. deal with them constructively.
E. ask the doctor for a sedative.

12. Defense mechanisms include all of the following, except:

A. competence.
B. rationalization.
C. displacement.
D. projection.
E. withdrawal.

13. Daydreaming is an emotional device that is very useful as a means of:

A. dealing with hospital routine.
B. escaping.
C. deception.
D. recovering.
E. projecting.

14. When dealing with the over-friendly patient, you are safe to say:

A. "Good morning, Mr. Jones."
B. "Hey, Buddy!"
C. "What's wrong with you?"
D. "When are you going home?"
E. "Get lost."

15. A very depressed patient is:

A. very talkative.
B. slightly cyanotic.
C. considered dangerous.
D. restrained on admission.
E. very slow and quiet.

16. Conflict among patients in a general hospital can best be handled by:

A. placing them in a semi-private room.
B. ignoring them and their ideas.
C. separation.
D. giving a tranquilizer.
E. consulting the psychologist.

17. You are answering the light in Mr. Jones' room for the third time in an hour. Each time it has been for some small, insignificant request, such as handing him a cord or raising the bed. What would be the best response when entering his room?

A. O.K. Mr. Jones, what do you want?
B. Well?
C. May I help you, Mr. Jones?
D. What do you want this time?
E. Mr. Jones, I have other sick patients on my assignment who need me!

18. The expression which shows the least amount of understanding is:

A. "Don't cry, Mrs. Kelly."
B. "It can't be all that bad."
C. "Is it about your fight with your husband?"
D. "Don't let the patient in the other bed see you cry."
E. "I'll be here if you need me."

19. Mrs. M. is going to surgery and she has many questions about the procedure. What should you tell her?

A. "I'll have someone come and explain the procedure to you."
B. "Don't worry, it doesn't take long to do this surgery."
C. "Dr. J. will explain it to you in your room after surgery."
D. "My aunt had this done; may she rest in peace."
E. "I'll ask the head nurse to give you a sleeping pill."

20. If you were hired at a hospital where your job description allowed you to do less than you had been taught in your nursing assistant course, you should react by doing which of the following?

A. Accept the restriction, you are being well paid.
B. Quit your job in protest.
C. Ignore the job description and do the job which you have been taught.
D. Function in a limited role, but voice your feelings.
E. It is probably the head nurse's fault. Tell her so.

21. A student in the nursing assistant program quit the course one week before the exams. She felt she could not pass the exam. This is a defense mechanism known as:

A. projection.
B. rationalization.
C. withdrawal.
D. denial.
E. regression.

22. Joan always blames someone else for her inadequacies. It is always someone else's fault. This is an example of the defense mechanism:

A. denial.
B. withdrawal.
C. repression.
D. projection.
E. rationalization.

23. The daughter of Mrs. A. asks you, outside the patient's room, how the other lady in the room is doing. The correct response would be:

A. "She is dying of cancer, but she doesn't know it."
B. "She is going to have surgery soon."
C. "It really shouldn't concern you."
D. "You will have to ask her doctor."
E. "She seems to feel better today. I think I should check on your mother now."

24. When failure occurs too frequently in a person's life, there may be a tendency to develop:

A. failure expectation.
B. nervousness.
C. vertigo.
D. nausea.
E. hypertension.

25. You should set high standards of achievement as a health worker. Which of the following statements is the least correct regarding achievement?

A. Approach each assignment with the determination to learn as much as you can from it.
B. Enjoy each new learning and each developing skill.
C. Measure achievement in terms of your own progress and take pride in each forward step.
D. Achievement should be measured in terms of grades.
E. Look for a purpose in each assignment and relate it to something that is important to you.

26. When a dying patient talks a lot, what should you do?

A. Tell him that talking will only make him worse.
B. Listen to him and comfort him as much as possible.
C. Tell him to wait and talk to his son when he comes.
D. Talk about other things to get his mind away from dying.
E. None of the above.

27. What would you as a nursing assistant do when the family of a person who has just died wants to talk to the doctor?

A. Tell them that the doctor cannot do anything now, so there is no use to talk to him.
B. Put in an emergency call for the doctor.
C. Tell the family that you will have the head nurse get in touch with the doctor as soon as possible.
D. Tell them that you can probably answer their questions and proceed to do so.
E. Explain to the family politely that many people die in the hospital every day, so this was not unusual.

28. When John found that he could not make the highest grades in class, he turned his attention to becoming the best in football. This is an example of:

A. idealization.
B. compensation.
C. conversion.
D. displacement.
E. rationalization.

29. Everyone has certain basic emotional needs. Select the one which contains those things which must be present for a healthy personality.

A. To be financially secure, to be loved, to have freedom to play.
B. To be healthy, to have spending money, to have freedom to play.
C. To be loved, belong to a family, to be recognized as a worthwhile person.
D. To achieve success in school, belong to a group or gang, and be recognized as a person.
E. To achieve success, belong to a gang, and have freedom to play.

30. One of the basic needs of an adolescent is to:

A. help someone in need.
B. be in the company of adults.
C. belong to a group of his own age with similar interests.
D. experience romantic relationships.
E. to have money to buy the things he needs.

Code No.____________________
Name____________________
Score____________________

ANSWER SHEET - UNIT II

PART I - MULTIPLE CHOICE

	A	B	C	D	E		A	B	C	D	E
1.	○	○	○	○	●	16.	○	○	●	○	○
2.	○	○	●	○	○	17.	○	○	●	○	○
3.	○	○	○	●	○	18.	○	○	○	○	●
4.	○	○	○	●	○	19.	●	○	○	○	○
5.	●	○	○	○	○	20.	○	○	○	●	○
6.	○	●	○	○	○	21.	○	○	●	○	○
7.	○	○	●	○	○	22.	○	○	○	●	○
8.	●	○	○	○	○	23.	○	○	○	○	●
9.	●	○	○	○	○	24.	●	○	○	○	○
10.	○	●	○	○	○	25.	○	○	○	●	○
11.	○	○	○	●	○	26.	○	●	○	○	○
12.	●	○	○	○	○	27.	○	○	●	○	○
13.	○	●	○	○	○	28.	○	●	○	○	○
14.	●	○	○	○	○	29.	○	○	●	○	○
15.	○	○	○	○	●	30.	○	○	●	○	○

UNIT II

PART II - TRUE - FALSE

Directions: Some of the following statements are true and others are false. If the statement is true, darken the circle representing the "T" on the answer sheet. If the statement is false, darken the circle representing the "F" on the answer sheet and do TWO more things.

1. In blank (a) on the answer sheet write the word or group of words that makes the statement false.

2. In blank (b) on the answer sheet write the word or group of words that would make the statement true. Be sure to use the answer sheet.

Example:

A characteristic of a good health assistant is interest in people.
T F
● ○
(a)____________________
(b)____________________

A social worker checks on the nursing assistants to see if they are giving good patient care.
T F
○ ●
(a) social worker
(b) team leader

31. Talking with patients about your problems is now acceptable as a means of relieving anxieties.

32. Your own behavior is of great importance if you are to be an effective member of the health team.

33. Being very alert and observant when at work is an asset to you personally.

34. You must avoid personal conflicts with the ambulatory patients.

35. Patients from a very affluent class should be able to pay more than others.

36. It is wise for nursing assistants to leave the nursing area as soon as duties are completed.

37. You are a responsible person as a team member, therefore, you must be tactfully truthful.

38. Changing moods of patients must be understood by you in order to help them.

39. Sympathy and empathy are the same things - just spelled differently.

40. Assuming responsibilities for our own behavior is a sign of emotional maturity.

41. The early years of a child, his experiences, happy or unhappy, affect his behavior in later life.

42. The school environment is of greatest importance in the young child's development.

43. Prejudice is usually learned in adult life when other negative feelings are being developed.

44. Ideally, a relationship between two people involves a give-and-take attitude so that the needs of both are met.

45. True satisfaction is an inner feeling of pride and confidence in one's ability to do something well.

46. One must love and respect himself in order to develop a satisfying relationship with others.

47. The use of defense mechanisms is regarded by psychiatrists as an unhealthy way of dealing with problems.

48. Psychological, intellectual, spiritual, and recreational needs are part of the physical needs of a person.

49. Age has an effect on a patient's reaction to illness.

50. True emotional support comes from saying exactly the right thing at the right time.

Code No.________________

Name________________

Score________________

ANSWER SHEET - UNIT II

PART II - TRUE - FALSE

31.
T F
○ ●
(a) now
(b) not

32.
T F
● ○
(a)________
(b)________

33.
T F
● ○
(a)________
(b)________

34.
T F
○ ●
(a) the ambulatory
(b) all

35.
T F
○ ●
(a) more than
(b) the same as

36.
T F
○ ●
(a) as soon as
(b) only after

37.
T F
● ○
(a)________
(b)________

38.
T F
● ○
(a)________
(b)________

39.
T F
○ ●
(a) are the same, just
(b) are related, but

40.
T F
● ○
(a)________
(b)________

41.
T F
● ○
(a)________
(b)________

42.
T F
○ ●
(a) school
(b) home

43.
T F
○ ●
(a) adult
(b) early

44.
T F
● ○
(a)________
(b)________

45.
T F
● ○
(a)________
(b)________

46.
T F
● ○
(a)________
(b)________

47.
T F
○ ●
(a) unhealthy
(b) healthy

48.
T F
○ ●
(a) physical
(b) social

49.
T F
● ○
(a)________
(b)________

50.
T F
○ ●
(a) exactly the right thing at the right time
(b) being available and acceptance of the patient

UNIT II

PART III - MATCHING

Directions: Match the following words in the right-hand column (Column II) with the statements in the left-hand column (Column I). Darken the circle on the answer sheet which represents your selection. Use each item only once. (1 point for each)

Example:

A B C D E F G H I
○ ○ ○ ○ ● ○ ○ ○ ○ (This indicates that "E" was chosen.)

Column I

51. Our inner feelings and our response to life situations
52. Identifying with another person so that you see things as he sees them or put yourself in his place.
53. Strong negative feelings about a particular thing.
54. Caring and understanding for someone else.
55. Ability to deal with others in an understanding and considerate manner so as not to offend them.

Column II

A. Empathy
B. Conflict
C. Interpersonal Conflict
D. Cooperation
E. Emotions
F. Aspiration
G. Predjudice
H. Tact
I. Sympathy

---

56. A form of behavior which usually indicates hostility.
57. Reverting to an earlier level of development.
58. Primary concern is with himself and his situation.
59. Blocking or obstruction of progress toward a desired goal.
60. Shutting off of communications or removing one's self physically.

A. Egotistical
B. Aggression
C. Regression
D. Frustration
E. Conformity
F. Withdrawal
G. Love
H. Neurotic

Column I

61. Transfer of feelings about one person to someone else.

62. Intense anger felt toward a specific person or persons.

63. Identifying with another person in such a way that we see things as he sees them.

64. Striving for acceptance by the members of your group.

65. "To be grateful."

Column II

A. Rationalization

B. Conformity

C. Hate

D. Displacement

E. Empathy

F. Sympathy

G. Appreciation

H. Psychotic

66. A return to behavior patterns which were useful earlier.

67. Placing blame for one's own inadequacies on someone or something else.

68. To justify behavior in a manner which is socially acceptable which would otherwise be painful.

69. The satisfaction of desires by day-dreaming.

70. Subconscious "forgetting".

A. Fantasy

B. Regression

C. Repression

D. Projection

E. Sublimation

F. Rationalization

G. Identification

H. Withdrawal

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT II

PART III - MATCHING

	A	B	C	D	E	F	G	H	I		A	B	C	D	E	F	G	H	I
51.	○	○	○	○	●	○	○	○	○	61.	○	○	○	●	○	○	○	○	○
52.	●	○	○	○	○	○	○	○	○	62.	○	○	●	○	○	○	○	○	○
53.	○	○	○	○	○	○	●	○	○	63.	○	○	○	○	●	○	○	○	○
54.	○	○	○	○	○	○	○	○	●	64.	○	●	○	○	○	○	○	○	○
55.	○	○	○	○	○	○	○	●	○	65.	○	○	○	○	○	○	●	○	○

	A	B	C	D	E	F	G	H	I		A	B	C	D	E	F	G	H	I
56.	○	●	○	○	○	○	○	○	○	66.	○	●	○	○	○	○	○	○	○
57.	○	○	●	○	○	○	○	○	○	67.	○	○	○	●	○	○	○	○	○
58.	○	○	○	○	○	○	●	○	○	68.	○	○	○	○	○	●	○	○	○
59.	○	○	○	●	○	○	○	○	○	69.	●	○	○	○	○	○	○	○	○
60.	○	○	○	○	○	●	○	○	○	70.	○	○	●	○	○	○	○	○	○

UNIT II

PART IV - COMPLETION

Directions: To each of the following statements you are to supply the missing word or words. Use your answer sheet. One point for each.

71. We all have basic physical needs and basic ____________ needs.

72. Each person is a unique individual and our personalities are influenced by inherited factors as well as ____________ factors.

73. Grief is the emotional response to ____________.

74. Strong emotions, such as anger, must be dealt with constructively or they will have ____________ effects.

75. Hostile behavior by one person tends to bring out ____________ in others.

76. The defense mechanisms that we use provide ____________ against loss of self-esteem in the face of defeating situations.

77. Projection is a device for placing blame for one's own inadequacies on ____________.

78. Displacement is the ____________ of feelings about one person to someone else.

79. Daydreaming provides a way of substituting fantasy for ____________.

80. Crying is behavior which can result from any degree of anger, ____________, or grief.

81. Inner conflict creates inner ____________.

82. A feeling of failure and a sense of discouragement leads to a ____________ mood.

83. When you or your patients feel very, very good, the mood can be described as ____________.

84. An egocentric reaction to illness means the patient becomes ____________.

85. When caring for patients, we are concerned with the ____________ and the abnormal reactions to illness.

86.-90. List 5 qualities that the Nursing Assistant should possess. (one point each)

91. The total of a person's characteristics (emotions, behavior, etc.) make up his ____________.

92.-94. Name 3 basic emotional needs of the human being. (total 3 points)

95.-96. Name 2 important factors which affect our behavior. (total 2 points)

97. Reporting exactly what you have observed in a patient is called ____________ reporting.

98. Giving your opinion as to the cause of a change in a patient's condition, or the treatment for that change is known as ____________ reporting.

99.-102. List 4 examples of nonverbal behavior which may indicate that the patient is upset.

Code No.____________________
Name____________________
Score____________________

ANSWER SHEET - UNIT II

PART IV - COMPLETION

71. psychological
72. environmental
73. loss
74. destructive
75. hostility
76. protection
77. another
78. transfer
79. reality
80. fear
81. discomfort
82. depressed
83. elated
84. self-control
85. normal
86.-90. a. courtesy
b. sympathy
c. an even temper
d. should be a good listener
e. tactful

91. personality
92.-94. a. love
b. success
c. group acceptance
95.-96. a. heredity
b. environment
97. objective
98. subjective
99.-102. (any 4 may be given)
facial expression
movements of the body
position of the lips
direction of the gaze
general posture
way the hands are held
position of the eyelids

UNIT II

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in you own words. In order to get full credit for your efforts, you must follow the guidelines. Please use the Answer Sheet for your response. Do not write on this test. Five points for each question.

103.-107. You are striving to understand your own behavior in order to be an efficient member of the health team. Discuss your feelings on the following, using this test situation as a base for your feelings.

A. Personal health.
B. Immediate surroundings.
C. Need for acceptance.
D. Feelings of rejection
E. Emotional conflict.

108.-112. Discuss ways your attitude toward a patient would be influenced by the following:

A. Socio-economic level of patient
B. Cultural background of patient.
C. Religious beliefs of the patient.
D. Superstitious beliefs.
E. Feelings of prejudice.

113.-117. Discuss the roles that you, as a health worker, might play in the community, using the following guidelines: (total 5 points)

1. Roles of health worker.
2. Roles in your personal life.

118.-122. Discuss the meaning of some common behavior patterns used by patients and their families. To receive full credit, answer the questions in terms of the guidelines listed. (total 5 points)

A. Unfriendly behavior
B. Regressive behavior
C. The overly cheerful patient
D. The crying behavior

UNIT II

PART V

SCORING KEY FOR ESSAY QUESTIONS

103.-107. A. (Answers can vary a bit since a specific setting is used.) Personal health--A good night's sleep, free from aches and pains or such things as a bad cold. Medications might influence your thinking in a testing situation.

B. Immediate surroundings--A quiet, well ventilated or heated location is best for an examination. The place should be free from distractions and it is very important that the test be audited by a person that is helpful and quietly doing the job.

C. Need for acceptance--At testing time you might feel a strong need for acceptance from your teacher and classmates. You would be more at ease and much more comfortable.

D. Feelings of rejection--If you are not well prepared for this test, you will feel left out and a bit depressed. Negative personality traits may cause you to feel more stress and strain in this situation.

E. Emotional conflict--This is more or less a fight within oneself and at times you feel this blocks your way to the goals you have set.

108.-112. A. The economic level of our patients should not be a big influence in the type of nursing care they receive. We are expected to, and should give good nursing care to all our patients, with very little thought to where they fit on a scale that rates social or economic level.

B. Cultural background of the patient can be interesting at times. We can best care for the patient if these things are understood. These are traits or characteristics that have been handed down to others.

C. Religious beliefs of patients should be respected by us at all times. We may not agree with them wholeheartedly but we should not express strong feelings of our own. Be tolerant and helpful.

D. Superstitious beliefs of the patients can at times seem absurd. Listen to what the patient has to say and maybe you can help him to understand himself. These things are a hold-over from the past and should mot be made light of in a way that the patient looses faith in you.

E. Feelings of prejudice might not be so strong to a seemingly well person. Illness or injury causes the patient to worry and feelings are near the surface. This is a feeling usually formed without too much thought to the underlying reasons. Minority groups feel this.

113.-117. A. As health team member:

1. Accept instructions from higher levels. (1 pt.)
2. Express interest in caring for the ill. (1 pt.)
3. Possess the knowledge to carry out these duties. (1 pt.)

B. Personal life as:

1. Parent, child, neighbor in relation to that of health worker.
2. Do not give medical advice or diagnose friends or relatives (although directions to seek medical aid may be given. (1 pt.)

118.-122. A. Unfriendly behavior:

1. Possible unpleasant experience with other health workers.
2. May be frightened, fearful.
3. Accept the patient for what he is. (1½ pt.)

B. Aggressive behavior:

1. May express hostility verbally or physically.
2. Listen to complaints.
3. Take corrective steps as needed (accept a child's attitude but set limits for his behavior.) (1½ pt.)

C. Overly cheerful patient:

1. May be anxious on the inside.
2. Health member must be present when the patient wants to talk.
3. Helps to talk about fears. (1½ pt.)

D. Crying patient:

1. May result from anger, fear, or grief.
2. Be understanding and available.
3. Do not show disapproval at their crying. (1½ pt.)

UNIT II

PART VI - PERFORMANCE

123. Directions: You are to go to the Child Care area of the school where the children ages 2-5 yr. are playing. You are to observe them for 1 hr. noting different behavioral characteristics and compare these with the ones we have studied in this class. Please use the guidelines below for your observations:

Child at age: 2 yr.
3 yr.
4 yr.
5 yr.

124. Directions: We will visit a special education class. The students you will be visiting range in age from six (6) years to ten (10) years of age. One hour will be allowed for your visit, this will include lunch time for the students. From this visit you are to record your observation. Use the following guide.

Select one student: Name:
Age:
Sex:

General appearance:

Emotional state:

Reaction to mealtime:

How was your mood affected at the end of the visit? Explain.

ANSWER SHEET - UNIT II

PART VI - PERFORMANCE SHEET

123. Students should observe some of the following:

Age 2 yrs.:
1. Cannot play well with other children at this age.
2. Have aggressive behavior (grab and snatch toys to play with).
3. Going through "mine" stage - very possessive.
4. Unable to share.
5. Hard for him to wait for things that he wants.

Age 3 yrs.:
1. Becomes more social.
2. Seeks friendships outside the family.
3. Feels more secure.
4. Able to entertain himself - will color for short periods, work simple puzzles, etc.
5. Likes to imitate others.
6. Asks many questions about everything.

Age 4 yrs.:
1. Likes to play house and "family".
2. May see twosomes "ganging up" on a third child, saying, "you can't play."
3. Likes to play dress-up.
4. Can play simple games with adult leadership.

Age 5yrs.:
1. Several children can play together well.
2. Play is more elaborate.
3. Expresses anger verbally instead of just physically

UNIT III - MEDICAL COMMUNICATION SKILLS

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A B C D E
○ ○ ● ○ ○ (This indicates choice "C" was chosen)

1. The nurse assistant is sent to the admitting office for a new admission to Room 412. Who is the first person the patient should be introduced to?

A. Head nurse.
B. Supervisor.
C. Nurse assistant herself.
D. Team leader.
E. Intern on duty.

2. Mrs. Peggy Lyons, nurse assistant, is alone at the Nurse's Station 2 East. The telephone rings. Which would be the best approach for her?

A. To ignore the telephone because nurse assistants are not supposed to take phone orders.
B. "Two East - Lyons speaking."
C. "To whom do you wish to speak?'
D. "This is Peggy Lyons speaking."
E. "Two East, Mrs. Lyons, nurse assistant, speaking."

4. As you are bathing Mr. Fred Jones, Room 408, you notice his lips and nail beds are bluish and you remember that this is a symptom of lack of oxygen. In correct medical terminology, how would you report his appearance?

   A. The nail beds and lips of Mr. Fred Jones, Room 408, appear pale.
   B. His fingers, toe nails and lips are hypoxic.
   C. My patient in Room 408 has jaundice lips and nail beds.
   D. Mr. Fred Jones, Room 408, nail beds and lips appear florid.
   E. The nail beds and lips of the patient in 408 appear pale.

5. The nurse assistant is asked by the patient's daughter who is a registered nurse from another city to see her father's chart. What action should the nurse assistant take?

   A. Give the chart to the daughter because she is an R.N.
   B. Explain NA are not allowed to touch the chart, but she may get it from the chart rack herself.
   C. Report her to the head nurse because the chart is a legal document.
   D. Kindly remind her she must have permission of the doctor and the patient to see the chart.
   E. Inform the patient's doctor upon his arrival to the unit that the patient's daughter wishes to read her father's chart.

6. In receiving an A.M. report, the nurse assistant hears the following: Room 408 is odoriferous. How would you interpret this statement?

   A. Smells clean.
   B. Smells like ammonia.
   C. Smells like ether.
   D. Smells like alcohol.
   E. Smells bad.

7. Following a severe automobile accident, Mrs. Jones remains unconscious with paralysis on the left side. Which type of doctor would probably care for this patient?

   A. Internist.
   B. Endocrinologist.
   C. Neurologist.
   D. Radiologist.
   E. Ophthalmologist.

8. In morning report, it is stated Mr. Jones, Room 407, has vertigo. You realize this means:

   A. wax in ears.
   B. indifferent.
   C. no appetite.
   D. dizziness.
   E. ringing in ears.

9. A patient had been experiencing urticaria. Which type of specialist should she consult?

A. Cardiologist.
B. Neurologist.
C. Dermatologist.
D. Anesthesiologist.
E. Urologist.

10. Hemiplegia describes a condition in which there is paralysis:

A. of the same side of the body as the brain disorder.
B. of only one half of the body.
C. of the upper half of the body.
D. of the lower extremities.
E. from injury to spinal cord.

11. Subcutaneous means:

A. beneath the skin.
B. outside the skin.
C. within the cell.
D. within the skin.
E. adjacent to the skin.

12. After death is expressed by which term?

A. Post mortem.
B. Pre morbid.
C. Ante mortem.
D. Post morbid.
E. Pre mortem.

13. Medical terms are composed of three parts -- the prefix, stem, and:

A. verb.
B. noun.
C. compound.
D. combining form.
E. suffix.

14. The proctoscope is an instrument for looking in the body's interior via the:

A. vagina.
B. ear.
C. anus.
D. urinary meatus.
E. nasal cavity.

15. The abbreviation CCU represents:

A. catherization care unit.
B. colon care unit.
C. cardiac catherization unit.
D. cardiac care unit.
E. cardiac intensive care unit.

16. A treatment is orders b.i.d., the order will be carried out at:

A. 8:00 A.M. only.
B. 8:00 A.M., 12:00 noon, 4:00 P.M., and 8:00 P.M.
C. 10:00 A.M. and 2:00 P.M.
D. 10:00 A.M., 2:00 P.M., and 6:00 P.M.
E. 9:00 P.M. only.

17. What should you do if an error was made during your charting?

A. Erase the error.
B. Recopy the entire sheet and discard the original.
C. Place a red line through the error and then, print the word, "error" and initial it.
D. Cross the error out and continue to chart.
E. Disregard error and continue with charting.

18. What part of the patient's chart is your responsibility?

A. Keep progress record daily.
B. Nurse's notes and TPR graph.
C. Order sheet.
D. Recording lab reports.
E. Obtaining past and present medical history.

19. Hematemesis means:

A. blood in the face.
B. blood in the urine.
C. bleeding from the nose.
D. bloody vomitus.
E. bloody sputum.

20. Which word listed below would describe painful urination?

A. Oliguria.
B. Polyuria.
C. Hematuria.
D. Anuria.
E. Dysuria.

21. Select a medical combining form to mean "to make an opening into the stomach."

A. Gastrotomy.
B. Gastrectomy.
C. Gastritis.
D. Gastroenteritis.
E. Gastrostomy.

22. Jaundice is a symptom of what disease?

A. Liver disorder.
B. Diabetes.
C. Pulmonary disease.
D. Heart disease.
E. Urinary disorder.

23. A patient with hepatitis has a disorder of what organ?

A. Spleen.
B. Liver.
C. Pancreas.
D. Gallbladder.
E. Stomach.

24. Salpingitis is the inflammation of:

A. ovaries.
B. cervix.
C. fallopian tubes.
D. uterus.
E. vagina.

25. Herniorrhaphy is the repair of a:

A. prolapse uterus.
B. heart defect.
C. prolapse rectum.
D. rupture.
E. laceration.

26. Hemiplegia is when:

A. paralysis affects the face and arms.
B. one side of the body is paralyzed from the face down, including the legs.
C. the body is paralyzed from the waist down.
D. both sides of the body are paralyzed from the neck down, including both legs.
E. paralysis affects the thigh or thighs.

27. A patient is admitted via E. R.. You know this admission probably:

A. is for a medical reason.
B. is an emergency.
C. is for surgery.
D. is expected.
E. is for a routine physical.

28. What should you do if a patient has just smoked a cigarette and you need to take his temperature?

A. Wait 5 minutes and take the temperature.
B. Wait 15 minutes and take the temperature.
C. Wait 20 minutes and take the temperature.
D. Take an axillary temperature.
E. Take the temperature orally at this time.

29. When taking telephone messages, you should do all of the following, except:

A. identify the floor.
B. identify yourself.
C. write the message down.
D. give out information concerning the patients.
E. keep the conversation brief and to the point.

30. The second day following a hysterectomy, the patient's orders read: "fluids ad lib." This means the patient:

A. may have sips of water.
B. must be encouraged to drink plenty of fluids.
C. may have no water.
D. may have water as she desires.
E. may have limited amounts of water.

31. A neighbor asks you to tell her what an X-ray report on her sister showed. You would:

A. copy the report for her.
B. ask the doctor about it.
C. tell her what you know about the report.
D. tell her it showed nothing unusual.
E. explain that you cannot give this information.

32. Your patient tells you her doctor said she had edema in her legs. She is very worried because she thinks it is a kind of cancer. What would you do?

A. Tell her you do not know what it means.
B. Tell her it is swelling and fluid in her legs.
C. Ask the head nurse what it is.
D. Tell her to ask the doctor.
E. Tell her not to worry about it.

33. The head nurse writes on your assignment sheet to force fluids q.2.h. on your patient. You know this means to:

A. keep fluids by patient at all times.
B. give the patient only water to drink.
C. refill patient's water pitcher every two hours.
D. encourage the patient to drink water or juice every two hours.
E. allow the patient to drink something only two times during your shift.

34. The head nurse tells you Mrs. Jones is N.P.O. You know she means:

A. Mrs. Jones is not allowed anything to eat or drink.
B. you are not allowed to put a posey belt on Mrs. Jones.
C. Mrs. Jones has no money to pay her bill.
D. Mrs. Jones is a very prominent person in town.
E. Mrs. Jones is not allowed visitors.

35. Mrs. White, the head nurse, tells you to collect a.c. urines on your patient. What would you do?

A. Tell your patient to go to the bathroom after breakfast.
B. Collect some urine from your patient whenever she voids.
C. Help the patient get a kidney specimen before meals.
D. Offer the patient the bedpan before lunch.
E. Catheterize the patient when she needs to empty her bladder.

36. Your assignment sheet on Mr. Brown reads that he may be up ad lib. You know this means:

A. he is not allowed out of bed.
B. he must have a nurse with him when he is up.
C. he may only be up to go to the bathroom.
D. he is allowed up as much as he desires.
E. he may not be up except to sit in a chair.

37. Mrs. Block is on intake and output recordings. You would measure as intake all the following, except:

A. water.
B. juice.
C. soup.
D. ice cream.
E. mashed potatoes.

38. You would consider as output all the following, except:

A. profuse sweating.
B. urine.
C. formed stool.
D. gastric tube drainage.
E. vomitus.

39. When a patient is on intake and output recordings, you record the intake:

A. before giving the fluid.
B. after giving the fluid.
C. just before going off duty.
D. before you go to lunch.
E. after the patient has taken the fluid.

40. During report you notice that your assigned patient had a cholestectomy yesterday. You know the patient has had surgery to remove her:

A. gallbladder.
B. stomach.
C. liver.
D. kidney.
E. colon.

41. Hemoptsis means:

A. passing blood in urine.
B. spitting up blood.
C. blood in the bowel movement.
D. blood in vomitus.
E. blood clots.

42. When charting after giving an enema, you would note all the following except the:

A. time you gave the enema.
B. kind of solution.
C. amount of solution you prepared.
D. amount of solution you gave.
E. amount of feces expelled.

43. The doctor ordered Mrs. Sims' blood pressure to be taken q.i.d. This means her blood pressure must be checked:

A. once a day.
B. twice a day.
C. every four hours.
D. four times a day.
E. five times a day.

44. Mrs. Brown tells you her doctor is referring her to an opthamologist and asks you what kind of doctor he is. You will tell her he is a:

A. heart specialist.
B. dentist who straightens teeth.
C. doctor who specializes in diseases of the bones.
D. dentist who treats gum disorders.
E. doctor who treats diseases and disorders of the eyes.

45. Your patient tells you she does not want Miss Thomas, another nursing assistant, taking care of her again. You would:

A. discuss the matter with the head nurse.
B. tell Miss Thomas.
C. explain the situation to the doctor.
D. ignore the patient's request.
E. tell the director of nursing.

46. In recording output of a patient, one must note total amounts of:

A. urine, vomitus, bleeding, excessive perspiration, drainage, and diarrhea.
B. urine and vomitus only.
C. urine output only.
D. urine, vomitus, and drainage only.
E. urine, and diarrheal stools if they are very watery.

47. In recording output, one should note all of the following, except:

A. frequency and amount.
B. unusual odor.
C. if patient is N.P.O.
D. color and consistency.
E. any associated discomfort.

48. You answer the telephone in the room of a patient whose condition has worsened during the night. The caller is asking about the condition of the patient. Your best reaction would be to:

A. simply explain that the patient has become much worse during the night.
B. try to explain why the patient is not as well this A.M.
C. tell her to call the doctor and ask him.
D. tell her to call the patient's home and ask someone there.
E. ask her to call the floor desk and ask to speak to the head nurse.

49. You are assigned to care for Mrs. Sue Jones, Room 216. A part of her care includes recording intake and output. The best and most accurate way to do this is to:

A. write down the totals at mid-morning and again at the end of the shift.
B. ask Mrs. Jones how much she drank at each meal.
C. recount each glass of liquid that you took her during the day and add up the total.
D. keep a record by her bedside and write down the amount taken each time.
E. ask Mrs. Jones to keep the record.

50. All of the following observations must be reported to the head nurse at once, except:

A. the nursing assistant checked a diabetic patient's urine for sugar and found it to be 4+.
B. the nursing assistant noticed that the diabetic patient ate his lunch, but vomited a large amount of undigested food 30 minutes later.
C. the patient, who had an emergency appendectomy the evening before, now has a temperature of 99.4°.
D. the nursing assistant notices that chest tubing is kinked.
E. the patient to be discharged today has a temperature of 100.6°.

51. Which example below would be the best way to report a complaint of pain?

A. Patient complaining of pain.
B. Patient complains of sharp pain in upper right abdomen since eating lunch, has nausea but no emesis.
C. Patient complains of pain in the stomach.
D. Patient needs something for pain if she can have it.
E. Patient says food for lunch made her sick and she needs something for pain.

52. While you are grocery shopping after work, a friend who knows that you are now a nursing assistant working at the local hospital, asks you about her aunt, who is a patient in the hospital and on the floor where you work. She wants to know if her aunt has cancer. The best response to such a question would be to say:

A. "Idon't know."
B. "I don't have access to such information."
C. "I'm sorry, but it's against hospital policy for me to say."
D. "I'm sorry, but you'll have to ask the doctor."
E. "I'm sorry, I can't give out information concerning patients."

53. All of the following facts concerning a patient should be routinely reported at the end of the shift, except:

A. general condition of patient, or vital signs.
B. intake, output, appetite.
C. activity and its tolerance.
D. number of visitors during the day.
E. mental attitude of patient.

54. All information concerning a patient, his condition, and his chart is confidential. This means that this information:

A. cannot be repeated outside the hospital situation.
B. is information you must understand concerning the patient's condition.
C. is data about the patient's personal life.
D. can be given to anyone who is concerned with a situation involving the patient.
E. can be given to any member of the family.

55. Which of the following groups of vital signs would be considered most nearly the normal range?

A. 100-60-12.
B. 97-90-14.
C. 98-108-26.
D. 98-80-18.
E. 99.6-96-28.

56. Which of the vital signs listed below would you need to report to the head nurse?

A. 99 - 88 - 18.
B. 100.4 (ax.) - 96 - 22.
C. 97.8 - 84 - 16.
D. 97 - 90 - 20.
E. 98.6 - 76 - 24.

57. Which of the following blood pressure readings (adult patient) would you need to report to the head nurse at once?

A. 80/50.
B. 140/80.
C. 120/76.
D. 110/70.
E. 130/84.

58. If the doctor ordered something to be done for a patient "stat" when would he want the order to be carried out?

A. Started as soon as you get the time.
B. Immediately.
C. Started at bedtime.
D. Started when the patient feels he needs it.
E. On arising in the A.M.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT III

PART I - MULTIPLE CHOICE

	A	B	C	D	E		A	B	C	D	E
1.	○	○	●	○	○	30.	○	○	○	●	○
2.	○	○	○	○	●	31.	○	○	○	○	●
3.	○	○	●	○	○	32,	○	●	○	○	○
4.	●	○	○	○	○	33.	○	○	○	●	○
5.	○	○	○	●	○	34.	●	○	○	○	○
6.	○	○	○	○	●	35.	○	○	●	○	○
7.	○	○	●	○	○	36.	○	○	○	●	○
8.	○	○	○	●	○	37.	○	○	○	○	●
9.	○	○	●	○	○	38.	○	○	●	○	○
10.	○	●	○	○	○	39.	○	○	○	○	●
11.	●	○	○	○	○	40.	●	○	○	○	○
12.	●	○	○	○	○	41.	○	●	○	○	○
13.	○	○	○	○	●	42.	○	○	●	○	○
14.	○	○	●	○	○	43.	○	○	○	●	○
15.	○	○	○	○	●	44.	○	○	○	○	●
16.	○	○	●	○	○	45.	●	○	○	○	○
17.	○	○	●	○	○	46.	●	○	○	○	○
18.	○	●	○	○	○	47.	○	○	●	○	○
19.	○	○	○	●	○	48.	○	○	○	○	●
20.	○	○	○	○	●	49.	○	○	○	●	○
21.	○	○	○	○	●	50.	○	○	●	○	○
22.	●	○	○	○	○	51.	○	●	○	○	○
23.	○	●	○	○	○	52.	○	○	○	○	●
24.	○	○	●	○	○	53.	○	○	○	●	○
25.	○	○	○	●	○	54.	●	○	○	○	○
26.	○	●	○	○	○	55.	○	○	○	●	○
27.	○	●	○	○	○	56.	○	●	○	○	○
28.	○	●	○	○	○	57.	●	○	○	○	○
29.	○	○	○	●	○	58.	○	●	○	○	○

UNIT III

PART II - TRUE - FALSE

Directions: The following statements refer to the patient's chart and recording facts upon it. Some of the statements are true and some are false. If the statement is TRUE, darken the circle representing the "T" on the answer sheet and do no more. If the statement is FALSE, fill in the circle representing the "F" on the answer sheet, AND DO TWO MORE THINGS:

1. In blank "A" on the answer sheet, write the word or group of words which make the statement false.
2. In blank "B" on the answer sheet, write the word or group of words which would make the statement true.
DO NOT USE THE WORDS WHICH ARE UNDERLINED.

Example:

1. School began in December.

T F
○ ●
A. December
B. August

59. It is permissible to write on a chart with a lead pencil.

60. BRP means the patient is a bed rest patient.

61. The process of expelling feces is termed defecation.

62. A temperature of 99° taken by rectum would be recorded as 99°(ax).

63. The dorsal part of the body refers to the back of the body.

64. The act of breathing in and breathing out is counted as one respiration.

65. An abnormally slow heart rate is called tachycardia.

66. The doctor would use an otoscope to examine a patient's ears.

67. A patient who has a p.r.n. order for an enema should be given an enema whenever she needs it.

68. A stat order must be carried out within four hours.

69. Inflammation of the stomach is known as gastritis.

70. Hematemesis describes a condition characterized by the vomiting of blood.

71. Arthritis refers to inflammation of a bone.

72. Anuria is referred to as a lack of urine.

73. Polyuria is described as excessive urination.

74. Tenacious tendency is to be sticky and hold together.

75. Sanguineous refers to blood in content.

76. Urination, void, and micturitin all mean to excrete from the urinary bladder to the outside.

77. Q.i.d. means three times a day.

78. Stat means at once or immediately.

79. Renal calculi refers to stones in the gallbladder.

80. Aspiration is drawing material such as food, water into the trachea.

81. Apnea is a term used to describe the lack of a pulse.

82. Supine position is when one is lying face down.

83. Orthopena position is when one is lying with feet higher than rest of the body.

84. TPR's are charted on a page in the chart called the graphic sheet.

85. The patient's chart is a legal document.

86. An error made in charting is corrected by blocking out the error so it is no longer legible.

87. The nursing assistant makes entries on the chart in pencil.

88. Printing is preferable to longhand writing.

Cluster True - False: The following statements refer to information to be given by telephone to the person calling. If the information could be given to the caller, fill in the circle representing the "T" on the answer sheet. If the information could not be given to the caller, darken the circle representing the "F" on the answer sheet.

89. An EKG technician asking for Mrs. Ward's blood pressure.

90. A neighbor of Mrs. Johnson asking, "What was found," when Mrs. Johnson had surgery?"

91. A newspaper news reporter asking for the names of the persons involved in an explosion at a local factory.

92. A laboratory technician verifying a patient's room number.

93. A local radio news reporter asking about the condition of a newly admitted automobile accident victim.

94. Three times a day may be written as Q.i.d.

95. Decubiti are large bed sores.

96. Hemophilia is a condition in which one bleeds easily.

97. A stool specimen would consist of feces.

98. An ophthalmologist treats conditions of the ear.

99. To keep an accurate record of fluid intake and output,
you need measure only oral intake and urinary output.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT III

PART II - TRUE - FALSE

59. T F
○ ●
A. lead pencil
B. ink or ball point pen

60. T F
○ ●
A. a bed rest patient
B. bathroom privileges

61. T F
● ○
A. __________
B. __________

62. T F
○ ●
A. rectum
B. axillary

63. T F
● ○
A. __________
B. __________

64. T F
● ○
A. __________
B. __________

65. T F
○ ●
A. tachycardia
B. bradycardia

66. T F
● ○
A. __________
B. __________

67. T F
● ○
A. __________
B. __________

68. T F
○ ●
A. within four hours
B. immediately

69. T F
● ○
A. __________
B. __________

70. T F
● ○
A. __________
B. __________

71. T F
○ ●
A. bone
B. joint

72. T F
● ○
A. __________
B. __________

73. T F
● ○
A. __________
B. __________

74. T F
● ○
A. __________
B. __________

75. T F
● ○
A. __________
B. __________

76. T F
● ○
A. __________
B. __________

77. T F
0 ●
A. three
B. four

78. T F
● 0
A. ____
B. ____

79. T F
0 ●
A. gallbladder
B. kidney

80. T F
● 0
A. ____
B. ____

81. T F
0 ●
A. pulse
B. breathing

82. T F
0 ●
A. lying face down
B. back down

83. T F
0 ●
A. lying feet higher
B. sitting in upright position

84. T F
● 0
A. ____
B. ____

85. T F
● 0
A. ____
B. ____

86. T F
0 ●
A. blocking - legible
B. draw a line through error

87. T F
0 ●
A. pencil
B. ink

88. T F
● 0
A. ____
B. ____

---

89. T F
● 0

90. T F
0 ●

91. T F
0 ●

92. T F
● 0

93. T F
0 ●

---

94. T F
0 ●
A. q.i.d.
B. t.i.d.

95. T F
● 0
A. ____
B. ____

96. T F
● 0
A. ____
B. ____

97. T F
● 0
A. ____
B. ____

98. T F
0 ●
A. ear
B. eye

99. T F
0 ●
A. only oral & urinary
B. all fluids taken in & all liquid output

UNIT III

PART III - MATCHING

Directions: Match the prefixes in the left-hand column with the descriptive terms in the right-hand column. Indicate your choice in the proper space on your answer sheet. Use each letter only once.

Column I	Column II
100. gastr-	A. chest
101. hepat-	B. spleen
102. hema-	C. blood
103. thorac-	D. heart
104. cardi-	E. stomach
	F. liver
	G. lung

Directions: Match the suffixes in the left-hand column with the meaning in the right-hand column. Use each letter only once.

Column I	Column II
105. -itis	A. surgical removal of
106. -ectomy	B. creation of an opening
107. -logy	C. blood
108. -emia	D. painful
109. -algia	E. inflammation of
	F. urine
	G. study of

Column I	Column II
110. -clysis	A. inflammation
111. -oma	B. repair a defect
112. -otomy	C. sew up
113. -ostomy	D. injection
114. -orrhapy	E. cutting out
	F. make opening into
	G. tumor
	H. improve by changing the position of tissue
	I. creation of an opening
	J. injection into the vein

Directions: Match the terms used to describe urinary symptoms in the right-hand column with their descriptions in the left-hand column. You may not use an item more than once. Put the identifying letter in the space provided on your answer sheet.

115. painful urination	A. urination
116. blood in the urine	B. oliguria
117. no urine	C. hematuria
118. voiding	D. anuria
119. loss of sphincter control	E. polyuria
	F. incontinence
	G. dysuria

Directions: Match the abbreviations in the right-hand column with their meanings in the left-hand column.

120. every 4 hours	A. prn
121. 4 times a day	B. tid
122. at bedtime	C. qid
123. whenever necessary	D. h.s.
124. at once	E. bid
	F. stat
	G. q4h

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT III

PART III - MATCHING

	A	B	C	D	E	F	G
100.	○	○	○	○	●	○	○
101.	○	○	○	○	○	●	○
102.	○	○	●	○	○	○	○
103.	○	○	○	○	○	○	●
104.	○	○	○	●	○	○	○

	A	B	C	D	E	F	G
105.	○	○	○	○	●	○	○
106.	●	○	○	○	○	○	○
107.	○	○	○	○	○	○	●
108.	○	○	●	○	○	○	○
109.	○	○	○	●	○	○	○

	A	B	C	D	E	F	G	H	I	J
110.	○	○	○	●	○	○	○	○	○	○
111.	○	○	○	○	○	○	●	○	○	○
112.	○	○	○	○	○	●	○	○	○	○
113.	○	○	○	○	○	○	○	○	●	○
114.	○	●	○	○	○	○	○	○	○	○

	A	B	C	D	E	F	G
115.	○	○	○	○	○	○	●
116.	○	○	●	○	○	○	○
117.	○	○	○	●	○	○	○
118.	●	○	○	○	○	○	○
119.	○	○	○	○	○	●	○

	A	B	C	D	E	F	G
120.	○	○	○	○	○	○	●
121.	○	○	●	○	○	○	○
122.	○	○	○	●	○	○	○
123.	●	○	○	○	○	○	○
124.	○	○	○	○	○	●	○

UNIT III

PART IV - COMPLETION

Directions: Each of the statements below contains a blank at or near the end of the statement. You are to supply the missing word or words. Write your answer in the blanks on your answer sheet.

125. To collect a stool specimen, you would save a portion of the patient's _______________.

126. The term to describe a very rapid pulse rate is ____________.

127. If your patient had difficulty getting his breath, you would report it using the word _______________.

128. A person who has a bluish color to his skin is described as being _______________.

129. 1000 cc is how much in household measurement?

130. A yellowish discoloration to the skin is described as ____________.

131. If a patient vomits with great force, this is called _____________.

132. The instrument for listening to a patient's heart is a ____________.

133. An ounce of liquid would be charted as __________cc's.

134. When charting the application of a HWB, the _______________ is the most important thing to note.

135. A psychiatrist treats illness of the _______________.

136. The position of lying on the left side with the right leg flexed is _______________.

137. Skin that is red and hot is described as _______________.

138. The state of complete unconsciousness is termed _______________.

139. Paralysis of one side of the body is called ____________.

140. The expression "intake and output" is usually abbreviated as _______________.

141. Lay persons usually call a sphygmomanometer a _______________.

142. To check for post-operative bleeding on a thyroidectomy patient, you should look _______________.

143. When a patient is not allowed anything by mouth, we use the abbreviation __________________.

144. If we described a vaginal discharge as being purulent, we mean it looked like _______________.

145. A medical doctor who uses X-ray and radioactive materials for diagnosis and treatment, is called a/an _______________.

146. An abdomen that appears "too full" or inflated is said to be _____________________.

147. Abnormal accumulation of fluid in the body tissues is called _____________________.

148. If a patient complains of dizziness, we would chart that he has _____________________.

149. The patient's chart is considered a _________ document.

150. A slow heart beat, below sixty beats per minute, is usually termed _______________.

151. Dysuria is described as _______________ urination.

152. _______________ refers to a condition characterized by excessive urination during the night.

153. Hematemesis describes a condition characterized by the _______________ of blood.

154. _______________ is a false belief that cannot be corrected by reason.

155. A _______________ or large amount of bleeding was noted on the dressing.

156. Cholecystectomy is the surgical removal of the ____________.

157. Eupnea is a term used to describe _____________ breathing.

158. The ______________ therapist trains disabled persons for skills and jobs.

159. An incision with the insertion of a tube, into the trachea is termed a/an _________________.

160. A surgical opening into the colon is called ______________.

161. N.P.O. is an abbreviation for ______________.

162. The purpose for giving "full range of motion" is to ______________.

163. One who studies abnormal body tissue is ______________.

164. Information concerning patients is considered ______________.

165. A medical speciality concerned with diagnosis and treatment of mental illness is ______________.

166. A stroke is the same as ______________.

167. The process by which food is changed into substances the body can use is called ______________.

168. In caring for a patient with laryngitis, you would encourage the patient ______________.

169. Dermatitis is inflammation of the ______________.

170. Difficult respirations are called ______________.

171. A person with emphysema has difficulty with ______________.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT III

PART IV - COMPLETION

125. bowel movement or feces
126. tachycardia
127. dyspnea
128. cyanotic
129. one quart
130. jaundice
131. projectile
132. stethoscope
133. 30 cc's
134. temperature
135. nervous system
136. Sims
137. flushed
138. comatose
139. hemiplegia
140. I & O
141. blood pressure cuff
142. at back of neck
143. N.P.O.
144. pus
145. radiologist
146. distended
147. edema
148. vertigo

149. legal

150. bradycardia

151. painful

152. nocturia

153. vomiting

154. delusion

155. copious

156. gallbladder

157. normal

158. occupational

159. tracheotomy

160. colostomy

161. nothing by mouth

162. exercise joints to prevent contracture

163. pathologist

164. confidential

165. psychiatry

166. cerebral vascular accident

167. digestion

168. not to talk

169. skin

170. dyspnea

171. respirations

UNIT III

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. Follow the guidelines in order to receive full credit. Mark only on the answer sheet. Each item is awarded five points.

172.-176. Give an oral report regarding your patient who has had part of his stomach removed two days ago in terms of the following guidelines.

A. Use a medical combining form.
B. Treatments you're responsible for.
C. Two pieces of equipment being used by the patient.
D. Type of nourishment.
E. Include six abbreviations in your report.

177.-181. Attitudes speak louder than words. The nurse assistant must be sincere in all her responses and must try to become aware of them. There can be no set rules to guide her in her responses to the patient. Each response must be spontaneous. List five suggestions to follow using the following guidelines.

A. Self.
B. The patient.

182.-186. Your patient, Mrs. Mary Smith, has just vomited. Tell how you would describe this incident to the head nurse, using the guidelines of who, what, when, where, and how.

187.-191. Take an imaginary patient and write a summary of her admission, giving a supposed diagnosis, treatments ordered, and specimens collected. For full credit, use at least:

A. Two combining forms, prefixes, or suffixes commonly used in a hospital, and
B. Eight abbreviations.

Underline the words you are using for credit.

192.-196. Discuss the necessity of accurate charting of intake and output.

A. Items to be included on intake.

B. Items to be included on output.

C. Household versus Metric System.

D. Reporting of measured results.

E. Importance or value of.

ANSWER SHEET - UNIT III

PART V - ESSAY

172.-176.
A. Gastrectomy.
Removal of part of the stomach.
B. Turn, cough, deep breath every two hours.
Back care every two hours.
Good oral care.
C. Gomco suction machine.
Naso-gastric tube.
D. Intravenous feedings.
N.P.O. (nothing by mouth).
E. TCDB q2h,
N-G Tube.
I.V. fluids or feedings.
N.P.O. (nothing by mouth).
I & O (intake and output).
TPR
B.P.

177.-181.
A. Be yourself.
B. Continue to grow intellectually, emotionally and socially by developing broad interests within and outside nursing.
C. Let others respond in their own way and not how you want them to respond.
D. In a frustrating or unsatisfactory situation, ask yourself, "Who am I?" "What am I doing?" and, "Am I appreciating the patient as an individual?"
E. Accept the patient as he or she is.

182.-186. Who: Mrs. Mary Smith Room 4128 (EXAMPLE)

What: Vomited 8 ounces of undigested food (EXAMPLE)

When: Immediately after eating lunch (EXAMPLE)

Where: All over the bed (EXAMPLE)

How: Suddenly, with force (EXAMPLE)

187.-191. Summary:

Any combining form, prefix, suffix, or abbreviations commonly used in the hospital will be accepted.

192.-196. Discuss the necessity of accurate charting and importance of intake and output recording:

A. Items to be included on intake: all oral liquids or semi-liquids, intravenous fluids, nasogastric tube feeding, clysis injections.

B. Items to be included on output: all urine, feces, vomitus, blood, drainage from a cavity or tube inside the body.

C. Compare household versus metric measurements. Household is more commonly used in every day use, however, metric is a universal measuring tool and used in every hospital in the world.

D. Time to measure items — when the patient takes in or excretes any substance.

E. Reporting of measured results -- keep the written record until the end of 8 hour shifts, then report to head nurse.

F. Value of intake and output recording — helps determine what fluid replacement the patient needs -- physician can better plan the patient's treatment.

UNIT III

PART VI - OBJECT TEST

DIRECTIONS:

1. There is a corresponding station on the test room floor for each of the numbered items on this answer sheet. When your instructor gives the order, go directly to the station bearing the number which she has assigned to you. When, BUT NOT BEFORE, she gives the signal, carefully observe what has been displayed at your station and then answer the question which bears the same number as the station. As each succeeding signal is given, advance promptly to the next numbered station in order and answer the question bearing its number. Do not advance until the signal is given.

2. When two or more objects are displayed at one station, they will be lettered "A" and "B", etc. Be sure to write your responses accordingly.

3. Move or handle equipment or materials displayed only when absolutely necessary to obtain the answer to a question. Be sure to leave the objects at each station just as you found them.

UNIT III

PART VI - OBJECT TEST

EXPLANATION OF STATIONS:

Station Number

1. 5 flash cards with "q.d." "b.i.d." "t.i.d." "q.i.d." and "q.8h." written on them and arranged in mixed order.
2. Call bell clipped to itself against the wall of patient's room.
3. Graphic sheet with pulse rates of 60, 70, 80, and 60 (incorrectly graphed) charted.
4. Tape player with tape of Nursing Assistant answering ward telephone. Earphones provided.
5. Oral thermometer which reads 99.6° alongside a graphic sheet of five days' TPR's charted.
6. Six flash cards with a medical abbreviation on each.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT III

PART VI - OBJECT TEST

Station Number: **Points**

1. Arrange according to frequency. 5

A. ____________________
B. ____________________
C. ____________________
D. ____________________
E. ____________________

2. What is wrong as far as patient communication is concerned? 1

A. ____

3. If the pulse rates charted here were supposed to have been 70, 60, 80, and 64, on what date was one incorrectly graphed? 1

A. ____

4. Listen to this tape and note the Nursing Assistant answering the ward telephone. List 4 errors committed. 4

A. ____
B. ____
C. ____
D. ____

5. On what date was the reading of this thermometer recorded on the graphic sheet? 1

A.____________________

6. Write the meaning to the abbreviations on these cards. 6

A. ____________________
B. ____________________
C. ____________________
D. ____________________
E. ____________________
F. ____________________

UNIT IV - ASEPSIS

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

The best method of destroying all microorganisms is by:

A. sterilizing by steam under pressure.
B. cleaning soiled instruments in hot water.
C. using a soap with a disinfectant added.
D. cleaning soiled instruments with ethyl alcohol.
E. using a combination of soap and alcohol.

A B C D E
● ○ ○ ○ ○ (This indicates choice "A" was chosen)

1. Which of the following statements is true concerning asepsis?

A. Free from dirt, incapable of spreading disease.
B. The destruction of microorganisms by heat.
C. To kill microorganisms by using a chemical solution.
D. Means the absence of pathogenic bacteria.
E. Microbes that are capable of producing disease.

2. Disinfection is any process which:

A. destroys all living organisms.
B. slows the growth of bacteria.
C. kills pathogenic organisms.
D. inhibits the growth of bacteria.
E. restricts the growth of bacteria.

3. In surgical asepsis, sterile gowns are used to protect the patient from:

A. the surgeon's and nurse's clothing.
B. his own clothing.
C. the sterile bed linens.
D. the frequent flow of visitors.
E. the housekeeping department that cleans his room.

4. What type of immunity is resistant to disease as a result of the development of antibodies within the body of the individual?

A. Acquired immunity.
B. Passive immunity.
C. Inborn immunity.
D. Active immunity.

5. The widespread of a disease in a certain geographical region is referred to as a/an:

A. pandemic.
B. epidemic.
C. endemic.
D. virus.
E. infection.

6. The daily disposal of contaminated material or equipment is called:

A. concurrent disinfection.
B. terminal disinfection.
C. medical asepsis.
D. surgical asepsis.

7. Which one of the following statements is incorrect concerning isolation?

A. The physician writes the order for isolation.
B. The physician determines duration for isolation.
C. Is a procedure for segregating a sick person from a well one.
D. The duration of isolation is the period that the disease is infectious.
E. The physician takes no part in preparing the patient for isolation.

8. Which one of the following statements is incorrect concerning the prevention of communicable diseases?

A. Development of vaccines and serum for prophylactic use.
B. Improved sanitation in disposal of excreta.
C. Treatment with penicillin before being exposed to a disease.
D. Public enlightenment and education.
E. How communicable diseases are contracted and spread.

9. Which one of the following bacteria must have oxygen to live?

A. Anaerobic.
B. Streptococcus.
C. Staphylococcus.
D. Aerobic.
E. Bacillus.

10. Which one of the following is true concerning the mode of transmission of scarlet fever?

A. Droplet infection.
B. Direct contact.
C. Indirect contact.
D. Vectors.
E. Human excreta.

11. Which one of the following statements is incorrect concerning the portals of entry of communicable diseases in the body?

A. Respiratory tract.
B. Gastrointestinal tract.
C. Genitourinary tract.
D. Skin.
E. Muscles.

12. Which one of the following is incorrect concerning the source of infection to a person?

A. Human carriers.
B. Animals.
C. Insects.
D. Fungus.

13. The causative organism of measles is a:

A. virus.
B. bacillus.
C. fungus.
D. streptococcus.

14. Mumps is a communicable disease caused by a specific virus that primarily affects:

A. males.
B. females.
C. aged persons.
D. blacks.
E. children.

15. Which one of the following statements is incorrect concerning rabies?

A. Disease is transmitted by the bite of an animal having the disease.
B. Incubation period is from 5 days to 2 years.
C. Death is almost inevitable.
D. Inoculation is available for prevention of the disease.
E. Rabies vaccine should be given to exposed person.

16. One type of bacteria reproduction is:

A. fermentation.
B. medium.
C. fission.
D. flagella.
E. fomites.

17. Acquired immunity results from:

A. development of specific antigen within the person's blood.
B. development of specific antibodies in the person's blood.
C. development of specific toxoids within the person's blood.
D. development of specific serum within the person's blood.
E. development of specific antitoxin within an individual's blood.

18. The individual whose contribution to medicine with the discovery of penicillin was:

A. Edward Jenner.
B. Alexander Fleming.
C. Charles Chamberlain.
D. William Harvey.
E. Crawford W. Long.

19. A microorganism capable of producing disease is:

A. mold.
B. agar.
C. antigen
D. culture.
E. pathogen.

20. A chemical agent used to slow down or inhibit the growth of bacteria is:

A. prophylaxis.
B. antiseptic.
C. phagocyte.
D. disinfectant.
E. symbiosis.

21. An antitoxin is an example of:

A. acquired active immunity.
B. inborn immunity.
C. acquired passive immunity.
D. acquired immunity.
E. inherited immunity.

22. An example of direct contact in the spread of disease is:

A. soil.
B. water.
C. cough.
D. kissing.
E. air.

23. Anaerobic organisms are those which:

A. survive without oxygen.
B. are destroyed by boiling 10 minutes.
C. require oxygen for growth.
D. require medium temperature.
E. survive best at 32 degrees Farenheit.

24. Virulence is defined as:

A. resistance of the body to invading organisms.
B. the route by which an organisn enters the body.
C. the number of invading organisms.
D. the strength of invading organisms.
E. the optiomal temperature of an organism.

25. The causative organism of a boil is:

A. staphylococcus.
B. streptococcus.
C. virus.
D. protozoa.
E. spirilla.

26. The most dependable method of sterilizing is:

A. gas sterilization.
B. autoclaving.
C. boiling for 20 minutes.
D. hot air.
E. ultraviolet rays.

27. Alcohol is a form of:

A. germicide.
B. antiseptic.
C. idoform.
D. bactericide.
E. toxin.

28. An example of a vector is:

A. soil.
B. mosquito.
C. lymph.
D. fomites.
E. saliva.

29. A world wide spread of a disease is known as:

A. epidemic.
B. regional.
C. pandemic.
D. geographical.
E. endemic.

30. Which of the following is imposed by the health department to control certain communicable disease?

A. Isolation.
B. Inoculation.
C. Sterilization.
D. Asepsis.
E. Quarantine.

31. An insect which spreads disease from one person to another is called a:

A. contact.
B. vehicle.
C. vector.
D. pathogen.
E. host.

32. The simple presence of bacteria in the blood is:

A. septicemia.
B. pyemia.
C. toxemia.
D. bacteremia.
E. sapremia.

33. Dressings from wounds should be:

A. bagged and incinerated.
B. boiled for 20 minutes.
C. bagged and autoclaved.
D. placed in hot air oven.
E. washed with soapy water.

34. Organisms that can grow either in the presence of free atmospheric oxygen or in its absence are known as:

A. aerobes.
B. microaerophiles.
C. anaerobes.
D. obligate aerobe.
E. facultative.

35. Organisms that obtain their nourishment from living matter are:

A. saprophytes.
B. parasites.
C. heterotrophic.
D. autotrophic.
E. psychrophiles.

36. What type of immunity is transferred via the placenta to a child from the mother?

A. Passive naturally acquired.
B. Active naturally acquired.
C. Passive artificially acquired.
D. Active artificially acquired.
E. Natural individually acquired.

37. The means of exit for dysentery is:

A. nasal secretions.
B. saliva.
C. blood.
D. urine.
E. feces.

38. The time from which an organism enters the body and the first symptoms appear is called:

A. defervesence period.
B. invasion period.
C. incubation period.
D. prodromal period.
E. fastigium period.

39. The poisoning by microorganisms or their products is called:

A. intoxication.
B. over-sensitivity.
C. toxoid.
D. pyogenic.
E. sepsis.

40. Which one of the following methods is not used to prevent the spread of communicable disease?

A. Isolation.
B. Incubation.
C. Disinfection.
D. Medication.
E. Sterilization.

41. What is the most universal solution used to cleanse?

A. Zephiram and water.
B. Diluted alcohol.
C. Soap and water.
D. Iodine solution.
E. Distilled water.

42. Knowledge of how disease producing microorganisms enter and leave the body is known as:

A. anaphylaxis.
B. metabolism.
C. prophylaxis.
D. symbiosis.
E. antibiosis.

43. The primary symptom of syphilis would be:

A. macule.
B. vesicle.
C. wheal.
D. chancre.
E. pustule.

44. What is worn for full isolation technique?

A. Shoe covers, gown, mask.
B. Gloves, gown, cap.
C. Gown, mask, gloves.
D. Gown, gloves.
E. Shoe covers, gown, gloves.

45. What is the basic technique in all nursing procedures?

A. Sterility.
B. Draping.
C. Positioning.
D. Sepsis.
E. Handwashing.

46. An effective method of washing the hands is:

A. rubbing vigorously with alcohol.
B. using soap, water and friction.
C. soaking in phisohex for 30 seconds.
D. soaking in phenol for 10 seconds.
E. using sterile water and towels.

47. What should you remember when using transfer forceps?

A. Hold the tips of the forceps down.
B. Hold the tips of the forceps up.
C. Sterile gloves should be worn.
D. The handles are sterile.
E. Immerse in sterile water before using.

48. The chief reason for doing P.M. care is to:

A. tidy the room.
B. please the patient.
C. relieve any pain or discomfort.
D. visit with the patient.
E. promote rest and sleep.

49. When dusting the furniture in a patient's unit, it is best to use:

A. a damp cloth.
B. a dry cloth.
C. an oily rag.
D. a strong disinfectant.
E. an alcohol sponge.

50. What should you remember when caring for a patient receiving oxygen?

A. Place the electric flow call bell within easy reach.
B. Increase the flow O_2 if the patient becomes dyspneic.
C. Use woolen blankets for warmth.
D. Place "No Smoking" signs at the door.
E. Turn the O_2 off during visiting hours.

51. When preparing patients for a physical examination, what important principle should be kept in mind?

A. Assemble all necessary equipment.
B. Avoid chilling the patient.
C. Avoid unnecessary exposure.
D. Provide adequate lighting.
E. Distract the patient's attention from the procedure.

52. What technique is used when caring for patients with a communicable disease?

A. Sterile.
B. Contamination.
C. Reverse isolation.
D. Culture.
E. Isolation.

53. How long should contaminated articles be boiled before they are safe for use?

A. 20 minutes.
B. 10 minutes.
C. 30 minutes.
D. 1 hour.
E. 2 hours.

54. If a soiled dressing sticks to a wound, how may it be loosened?

A. Moisten it with tap water.
B. Moisten it with alcohol.
C. Pull it quickly with a sterile instrument.
D. Moisten it with sterile water.
E. Apply cold compresses.

55. How should you carry a bundle of soiled linen?

A. Away from the body.
B. Close to the body.
C. In a sterile pillow case.
D. Under the arm.
E. Close by your side.

56. Decubitus ulcers may be prevented by:

A. daily bathing in phisohex.
B. placing a bed cradle over the patient.
C. frequent turning and rubbing.
D. elevating the extremities.
E. using sterile linen.

58. The amount of solution usually given in a cleansing enema is:

A. 100 cc.
B. 300 cc.
C. 500 cc.
D. 1000 cc.
E. 2000 cc.

59. The maximum temperature for the water in a hot water bottle is:

A. 80° F.
B. 100° F.
C. 110° F.
D. 125° F.
E. 150° F.

60. You are making midnight rounds and an elderly patient complains of being cold. What would you do?

A. Apply a hot water bottle.
B. Apply a heating pad.
C. Apply an extra blanket.
D. Secure an electric blanket.
E. Give him some hot coffee.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT IV

PART I - MULTIPLE CHOICE

	A	B	C	D	E		A	B	C	D	E
1.	○	○	○	●	○	31.	○	○	●	○	○
2.	○	○	●	○	○	32.	○	○	○	●	○
3.	●	○	○	○	○	33.	●	○	○	○	○
4.	○	○	○	●	○	34.	○	○	○	○	●
5.	○	●	○	○	○	35.	○	●	○	○	○
6.	●	○	○	○	○	36.	●	○	○	○	○
7.	○	○	○	○	●	37.	○	○	○	○	●
8.	○	○	●	○	○	38.	○	○	●	○	○
9.	○	○	○	●	○	39.	○	○	○	○	●
10.	●	○	○	○	○	40.	○	●	○	○	○
11.	○	○	○	○	●	41.	○	○	●	○	○
12.	○	○	○	●	○	42.	○	○	●	○	○
13.	●	○	○	○	○	43.	○	○	○	●	○
14.	○	○	○	○	●	44.	○	○	●	○	○
15.	●	○	○	○	○	45.	○	○	○	○	●
16.	○	○	●	○	○	46.	○	●	○	○	○
17.	○	●	○	○	○	47.	●	○	○	○	○
18.	○	●	○	○	○	48.	○	○	●	○	○
19.	○	○	○	○	●	49.	●	○	○	○	○
20.	○	●	○	○	○	50.	○	○	○	●	○
21.	○	○	●	○	○	51.	○	○	●	○	○
22.	○	○	○	●	○	52.	○	○	○	○	●
23.	●	○	○	○	○	53.	○	●	○	○	○
24.	○	○	○	●	○	54.	○	○	○	●	○
25.	●	○	○	○	○	55.	●	○	○	○	○
26.	○	●	○	○	○	56.	○	○	●	○	○
27.	○	●	○	○	○	57.	○	○	○	○	●
28.	○	●	○	○	○	58.	○	●	○	○	○
29.	○	○	●	○	○	59.	○	○	○	●	○
30.	○	○	○	○	●	60.	○	○	●	○	○

UNIT IV

PART II - TRUE - FALSE

Directions: Some of the following statements are true and some are false. If the statement is true, darken the circle representing the "T" on the answer sheet and do no more. If the statement is false, darken the circle representing the "F" on the answer sheet and DO TWO MORE THINGS. One point for each.

1. In blank "A" on the answer sheet, write the word or group of words that makes the statement false.
2. In blank "B" on the answer sheet, write the word or group of words that would make the statement true. DON'T USE WORDS WHICH ARE UNDERLINED.

MARK ONLY ON THE ANSWER SHEET.

61. The nurse should wash her hands before and after caring for a patient.

62. The application of a thin coat of petroleum to the skin before applying hot moist compresses aids in preventing burns.

63. Nursing procedures are the same in all hospitals.

64. Disposable equipment may be discarded after use.

65. The bed pan hopper is located in the treatment room.

66. When caring for a patient in traction, one should make sure the weights are on the floor.

67. As a rule, an abdominal binder is applied from the bottom to the top in alternating layers.

68. A hot water bottle is an example of dry heat.

69. Before applying an ice cap, it should be covered with a plastic bag.

70. The purpose of reverse isolation technique is to protect the staff and other patients.

71. Social isolation is a form of sensory deprivation and anyone who is medically isolated is also socially isolated.

72. Instruments with a cutting edge should be sterilized under steam pressure.

73. Autoclaving is the most dependable method of sterilization.

74. Gas sterilization will kill spores, viruses, and vegetative bacteria.

75. Clean equipment may be sterilized by boiling for five minutes.

76. Droplet infection is a form of indirect contact.

77. All infectious diseases are communicable.

78. Plaque is an infectious disease transferred from rodents to man.

79. Staphylococci are not found in the normal flora of the skin.

80. Reverse isolation is used to protect the caretaker from becoming infected.

81. Red blood cells play a major role in natural body defenses.

82. Rabies is an example of a disease transmitted from person to person.

83. Any discharges from the nose and throat should be wrapped in a paper bag and burned.

84. Pertussis is a communicable disease also called whooping cough.

85. Gonorrhea is a more serious disease than syphilis.

86. Gas-gangrene is caused by a spore-forming organism.

87. Green plants which need light do not contain chlorophyll.

88. German measles may cause a birth defect in the neonatal period during the last three months of pregnancy.

89. Murine typhus fever is caused by a body louse.

90. Organisms which live on the remains of plants and animals are saprophytes.

91. Pathogenic microorganisms are capable of producing disease.

92. An object is called unsterile when it is free from microorganisms.

93. When putting on a gown in medical asepsis, the belt is tied in front.

94. To prevent the transfer of disease organisms, body discharges from both sick and well are handled in an aseptic manner.

95. Steam under pressure is agreed to be the best method of sterilizing gloves.

96. All microorganisms are suspended in the air as droplets.

97. The causative organism of tetanus will grow only when air is excluded.

98. Chickenpox is an acute, communicable childhood disease caused by a bacterium.

99. Aerobic bacteria do not require oxygen to live.

100. An agent that retards the growth of bacteria is an antiseptic.

Code No.____________________
Name____________________
Score____________________

ANSWER SHEET - UNIT IV

PART II - TRUE - FALSE

61. T F
● ○
A.____________________
B.____________________

62. T F
● ○
A.____________________
B.____________________

63. T F
○ ●
A.__same__
B.__similar__

64. T F
● ○
A.____________________
B.____________________

65. T F
○ ●
A.__treatment room__
B.__utility room__

66. T F
○ ●
A.__on the floor__
B.__hanging free__

67. T F
● ○
A.____________________
B.____________________

68. T F
● ○
A.____________________
B.____________________

69. T F
○ ●
A.__plastic bag__
B.__muslin or soft cloth__

70. T F
○ ●
A.__staff and other patients__
B.__patients__

71. T F
● ○
A.____________________
B.____________________

72. T F
● ○
A.____________________
B.____________________

73. T F
● ○
A.____________________
B.____________________

74. T F
● ○
A.____________________
B.____________________

75. T F
○ ●
A.__5 minutes__
B.__from 10 to 15 minutes__

76. T F
○ ●
A.__indirect__
B.__direct__

77.
T F
O ●
A. are communicable
B. are not communicable

78.
T F
● O
A.
B.

79.
T F
O ●
A. are not found
B. are found

80.
T F
O ●
A. the care taken from being infected
B. the patient with low resistance from the environment

81.
T F
O ●
A. red blood cells
B. white blood cells

82.
T F
O ●
A. person to person
B. animal to person

83.
T F
● O
A.
B.

84.
T F
● O
A.
B.

85.
T F
O ●
A. more serious
B. less serious

86.
T F
● O
A.
B.

87.
T F
O ●
A. do not contain chlorophyll
B. do contain chlorophyll

88.
T F
O ●
A. last three months
B. first three months

89.
T F
O ●
A. body louse
B. rat

90.
T F
● O
A.
B.

91.
T F
● O
A.
B.

92.
T F
O ●
A. free
B. not free

93.
T F
O ●
A. front
B. back

94.
T F
● O
A.
B.

95.
T F
● O
A.
B.

96.
T F
O ●
A. are suspended
B. are not suspended

97.
T F
● O
A.
B.

98.
T F
O ●
A. bacteria
B. virus

99.
T F
O ●
A. do not
B. does

100.
T F
● O
A.
B.

UNIT IV

PART III - MATCHING

Directions: Match the right-hand column with the left-hand column. Please use the answer sheet.

Column I

101. Means the absence of pathogenic bacteria.
102. These are individuals who are known to have been exposed to a disease.
103. Is the disinfection of articles coming in direct or indirect contact with a patient during an illness.
104. An object free from microorganisms.
105. The destruction of microorganisms.
106. A general term for the poison in an infectious disease.
107. Free from soil, dirt, incapable of spreading disease.
108. All conditions that are transmissible by a living organism.
109. The process of killing microorganisms by any means, physical or clinical.
110. Means the presence and growth of pathogenic microorganisms in any area of the body.

Column II

A. Clean
B. Disinfection
C. Sterile
D. Prophylactic
E. Contacts
F. Asepsis
G. Infection
H. Virus
I. Pyogenic
J. Concurrent
K. Communicable
L. Pathogenic
M. Sterilization

Directions: Match the definition of the type of disease in the left-hand column with the appropriate name in the right-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an item only once. One point for each.

Example:

A	B	C	D	E	F	G	H	I	J	
●	○	○	○	○	○	○	○	○	○	(This indicates that "A" was chosen).

111. Occurs as only an occasional case in a community.
112. Constantly present to a greater or lesser degree.
113. Attacks a larger number of persons in the community in a short time.
114. Attacks a larger number of persons in communities in a great number of countries.
115. Caused by the invasion of the body by microorganisms.

A. Universal disease
B. Sporadic disease
C. Epidemic disease
D. Terminal disease
E. Endemic disease
F. Pandemic disease
G. Communicable disease
H. Infectious disease

Directions: Match the definition of the type of carrier in the left-hand column with the appropriate name in the right-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an item only once. One point for each.

116. Persons who harbor pathogenic agents in their bodies but show no signs of illness.
117. Shelters a pathogenic organism without having had the disease which the organism causes.
118. Persons who harbor an organism for a long time after recovery.
119. Persons who harbor an organism during recovery from the related illness.
120. Persons who discharge organisms only at intervals.

A. Active carriers
B. Urinary carriers
C. Passive carriers
D. Oral carriers
E. Convalescent carriers
F. Human carriers
G. Intermittent carriers
H. Intestinal carriers

---

121. Transmitted by bite of an infected tick.
122. Transmitted by a mosquito bite.
123. First sign is a single lesion.
124. Spread by contaminated food or drink.
125. Contracted by person inhaling the organism.
126. Characterized by inflammation and swelling of the parotid glands.
127. Characteristic grayish white or yellow membrane in throat.
128. Small white spots with a reddened base found in throat.
129. First symptom may be a superficial skin rash.
130. Attacks the nervous system of person affected.

A. Typhoid Fever
B. Smallpox
C. Scarlet Fever
D. Measles
E. Tetanus
F. Syphilis
G. Chicken Pox
H. Diptheria
I. Malaria
J. Rocky Mountain Spotted Fever
K. Rabies
L. Tuberculosis
M. Gonorrhea
N. Mumps

Code No.________________________

Name____________________________

Score___________________________

ANSWER SHEET - UNIT IV

PART III - MATCHING

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
101.	○	○	○	○	○	●	○	○	○	○	○	○	○	
102.	○	○	○	○	●	○	○	○	○	○	○	○	○	
103.	○	○	○	○	○	○	○	○	○	●	○	○	○	
104.	○	○	●	○	○	○	○	○	○	○	○	○	○	
105.	○	○	○	○	○	○	○	○	○	○	○	○	●	
106.	○	○	○	○	○	○	○	●	○	○	○	○	○	
107.	●	○	○	○	○	○	○	○	○	○	○	○	○	
108.	○	○	○	○	○	○	○	○	○	○	●	○	○	
109.	○	●	○	○	○	○	○	○	○	○	○	○	○	
110.	○	○	○	○	○	○	●	○	○	○	○	○	○	
111.	○	●	○	○	○	○	○	○						
112.	○	○	○	○	●	○	○	○						
113.	○	○	●	○	○	○	○	○						
114.	○	○	○	○	○	●	○	○						
115.	○	○	○	○	○	○	○	●						
116.	○	○	○	○	○	●	○	○						
117.	○	○	●	○	○	○	○	○						
118.	●	○	○	○	○	○	○	○						
119.	○	○	○	○	●	○	○	○						
120.	○	○	○	○	○	○	●	○						
121.	○	○	○	○	○	○	○	○	○	●	○	○	○	○
122.	○	○	○	○	○	○	○	○	●	○	○	○	○	○
123.	○	○	○	○	○	●	○	○	○	○	○	○	○	○
124.	●	○	○	○	○	○	○	○	○	○	○	○	○	○
125.	○	○	○	○	○	○	○	○	○	○	○	●	○	○
126.	○	○	○	○	○	○	○	○	○	○	○	○	○	●
127.	○	○	○	○	○	○	○	●	○	○	○	○	○	○
128.	○	○	○	●	○	○	○	○	○	○	○	○	○	○
129.	○	○	○	○	○	○	●	○	○	○	○	○	○	○
130.	○	○	○	○	○	○	○	○	○	●	○	○	○	○

UNIT IV

PART IV - COMPLETION

Directions: Each of the statements below contains a blank at or near the end of the statement. You are to supply the missing word. Mark Only on the Answer Sheet.

131. Another name for tetanus is ______________________.

132. A chemical substance that inhibits the growth of, or destroys, bacteria is a (an) ______________________.

133. A plant or animal which lives upon or within an organism is a (an) ______________________.

134. Any chemical agent which will destroy a microorganism is a (an) ______________________.

135. A process of engulfing or ingesting and destroying bacteria and other foreign particles is ______________________.

136. A collection of pus in a cavity or walled-off area surrounded by inflammatory tissue is a (an) ______________________.

137. Itching of the skin may be called ________________.

138. A growth of microorganisms for laboratory study is a (an) ______________________.

139. Poisons produced by an infection are called ______________________.

140. Dry heat sterilization utilizes circulating hot air provided by a (an) ______________________.

141. Another word for pus is ________________.

142. Microorganisms may enter the body by several routes called ______________________.

143. An infection that spreads and involves the entire body is ____________________ infection.

144. Daily handling and disposal of contaminated material or equipment is called ____________________.

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145. A (an) ____________________ disease is one whose causative agent is directly or indirectly transmitted from host to host.

146. Inanimate objects that spread infection are called ____________________.

147. The immediate disinfection of the excreta of the patient or contaminated objects is called ________________ disinfection.

148. The final disinfection of the room and its contents after it has been vacated by the patient is called ____________________ disinfection.

149. ____________________________ is the absence of pathogenic microorganisms from a given object or area.

150. ____________________________ is a special method of heating milk at an increased temperature for a short time to destroy nonspore-bearing pathogens without changing the composition of the liquid.

151. A nurse should always wash her hands between patients to prevent ____________________________.

152. If you reach across a sterile field and your clothes are not sterile, you would ______________________ the area.

153. In isolation a (an) ____________________ is worn to keep organisms from entering or leaving the respiratory tract.

154. Helminths are commonly called ______________________.

155. A growth of microorganisms for laboratory study is called a (an) ___________________________.

156. An increase in body temperature in the presence of pathogens is a form of ____________________________.

157. A process by which all living organisms take in oxygen, use it to burn food for energy and growth is called ______________________.

158. Green plants need light to grow because they contain ____________________.

159. The procedure used for soiled linen from an isolated patient is called _________________________.

160. One of the most outstanding characteristics of living cells is their ability to ____________________.

161. Cases of an infectious disease which are not widely diffused and only occur here and there are called ____________________.

162. When an epidemic is world wide in distribution, it is called a ______________________________.

163. Typhoid bacilli enter the body through the ________________.

164. The tubercle bacillus was discovered by ____________________ and proved to be the cause of tuberculosis of man.

165. Smallpox is a ____________________ disease.

166. Mumps is due to a specific virus affecting the ____________________ glands.

167. Apparatus for sterilization by steam under pressure is called a ________________________.

168. Restrictions placed on the entrance to and exit from the place or premises where there is a case of communicable disease is called ________________________.

169. The introduction of the agent of a disease into the body of an animal or a human being is known as ____________________.

170. The process by which all living organisms are destroyed is called ______________________.

171. Pathogenic organisms which grow only in the presence of air are called ________________________.

172. The presence of bacteria in the bloodstream is called ______________.

173. A sterile object when touched by an unsterile object is said to be ____________________.

174. A machine capable of sterilizing articles in steam is called an ________________________.

Directions: Listed below are five classifications of infections. Identify each by writing a few descriptive words in the blank space provided on the answer sheet. Mark only the answer sheet. The first item is answered as an example. One point for each.

Example:

Local infection confined to a single area

175. Acute infection

176. Primary infection

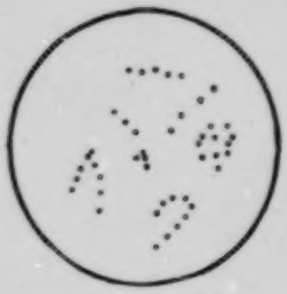
177. Latent infection

178. Specific infection

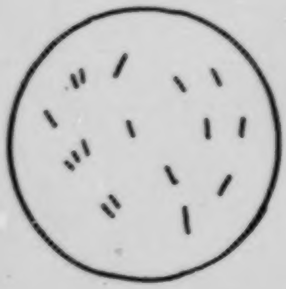
179. Chronic infection

Directions: Below are five common disease producing bacteria. You are to supply the correct name in the space provided on the answer sheet. Mark only the answer sheet. One point for each.

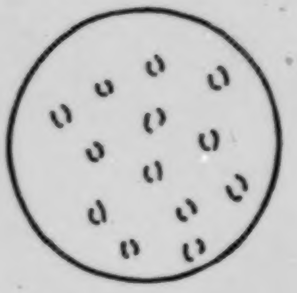
180.



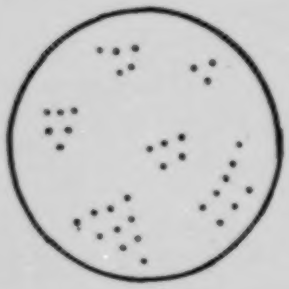
181.



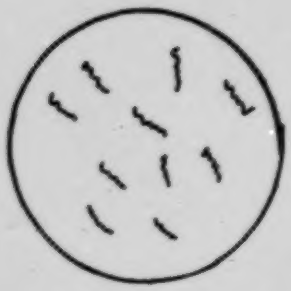
182.



183.



184.



Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT IV

PART IV - COMPLETION

131. lockjaw
132. antibiotic
133. parasite
134. germicide
135. phagocytosis
136. abcess
137. pruritus
138. culture
139. toxins
140. electric oven
141. exudate
142. portals of entry
143. generalized
144. concurrent disinfection
145. communicable
146. fomites
147. concurrent
148. terminal
149. asepsis
150. pasteurization
151. cross-contamination
152. contaminate
153. mask
154. worms
155. culture
156. defense
157. ____________________
158. metabolism
159. chlorophyll
160. reproduce
161. sporadic
162. pandemic
163. mouth
164. Robert Koch
165. virus
166. parotid
167. autoclave
168. Quarantine
169. inoculation
170. sterilization
171. aerobic
172. bacteremia
173. contaminated
174. autoclave
175. severe with a rapid course
176. original
177. bacteria present but inactive
178. caused by one type organism
179. develops slowly and extends over a long period
180. streptococci
181. bacillus
182. diplococci
183. staphylococci
184. spirilla

UNIT IV

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. For full credit, answer the question in terms of the guidelines listed. Place all answers on the answer sheet.

185.-189. Discuss the natural body defenses in relation to disease producing microorganism.

1. Natural secretions of the body.
2. Body temperature.
3. White blood cells.
4. Mucus membranes.
5. Intact skin.

190.-194. Discuss medical asepsis in prevention of spread of disease.

1. Indication for medical asepsis.
2. Objective
    a.
    b.
3. Care of the equipment used with this patient.
4. Cross infection.

195.-198. Discuss the following specific isolation procedures.

A. Taking vital signs.
B. Sending a specimen to the laboratory.
C. Care of the linen.
D. Disposing of excreta.

199.-201. Discuss infection according to the following guidelines.

A. Define infection.
B. Name the two possible effects caused by pathogenic microorganisms within the body.
C. The winner of the battle of infection, either pathogen or the affected person, depends on four factors. Name the four factors.

202.-206. Justify giving an emollient (medicated) bath to a patient. Be sure to discuss each of the following.

A. Definition of emollient bath.
B. Purpose.
C. Preparation.
D. Safety factors.
E. Reporting patient reaction.

207.-211. Appraise ways and means of safeguarding a patient confined to bed.

A. Procedures.
B. Positioning.
C. Skin care.
D. Use of side rails.
E. Restraints.

212.-215. Discuss the proper technique when putting on a gown in medical asepsis. Use the following guidelines.

A. Explain why it is used.
B. Explain who uses it.
C. Discuss the proper technique.

216.-219. Discuss the four modes of transmission of communicable diseases.

ANSWER SHEET - UNIT IV

PART V - ESSAY

185.-189. Natural Body Defenses

1. Secretions of the body are saliva and tears, both have antiseptic qualities.
2. The elevation or rise in temperature is an automatic defense when pathogens enter the body by checking the growth until more effective defenses are used.
3. White blood cells increase in number and engulf the invaders (pathogens) at or near point of entry.
4. Mucus membranes lining the cavities which open to the outside serve as barriers to prevent the further entry into the body. Ex. cilia, found in the respiratory tract.
5. Intact skin which cover the body surface serve as barriers to prevent entry of foreign bodies.

190.-194. Medical Asepsis

1. Indication - Medical asepsis is used when a patient is isolated.
2. Objective (a) is to confine all pathogens to an area; this prevents their spread from person to person. (b) to prevent pathogens from the outside from being carried to the patient in the isolated unit.
3. The equipment that comes in contact with the patient is not sterile, but equipment should be clean and free from pathogenic microorganisms.
4. Cross-infection results when medical asepsis is not used by all and the other patients become infected.

195.-198. A. Taking vital signs in isolation:
Instruments such as thermometer, blood pressure cuff and stethoscope are left in the patient's room and disinfected when the patient is removed from isolation. When a watch is used, place it on a clean paper towel and do not touch it while in the room.

B. Sending a specimen to the laboratory:
Collect the specimen and double-bag it out of the room and label it. Then a clean nurse may take it to the laboratory.

C. Care of linen:
If disposable linen is not used in the care of a patient with a communicable disease, then the linen must be placed in a double bag before it is removed from the room.

D. Disposing of excreta:
The sewage disposal system may be adequate; if not, burn as much as possible.

199.-201. A. Definition of infection:
A condition in which the body is invaded by pathogens which then increase in number, causing injurious effects and their symptoms.

B. The two possible effects of the pathogens in the body are:

1. They either destroy the tissues in which they are living (or)
2. They produce toxins.

C. The four factors:

1. The route by which the pathogens enter the body.
2. The number of invading organisms.
3. The virulence of the invaders.
4. The resistance of the body.

202.-206. A. Definition: Soothing bath used for irritation inflammation of the skin.

B. Purpose: To soothe, relax and give relief to patients with skin disorders.

C. Preparation: Prepare tub as for a tub bath, add medicated solution as ordered by doctor. Do not rub the patient. Pat him dry so as not to irritate the skin.

D. Safety Factors: 1. Temperature of water, 95° - 105° F. 2. Prevent chilling and exposure. 3. If you leave the patient, tell him not to lock the door. Be gone for no more than five-minute intervals. 4. Observe for fatigue or dizziness. 5. Never leave a child or a depressed, unsteady, or confused patient alone. 6. Do not have electrical appliances near the tub.

E. Reporting patient reaction: 1. How the patient tolerated the procedure. 2. Was relief obtained?

207.-211. A. Procedures: 1. Explain to patient according to his level of understanding. 2. Carry out, as ordered by physician, safely and effectively.

B. Positioning: 1. Maintain good body alignment. 2. Use of footboards, blankets, and pillow rolls to prevent deformities.

C. Skin care: 1. Frequent change of position. 2. Special attention to bony prominences and pressure areas. 3. Use of sheepskins, foam rubber or pillows to relieve pressure. 4. Report reddened areas or abrasions immediately.

D. Use of side rails: 1. Used when patients are restless and drowsy, irrational or unconscious. 2. Useful for support when turning on side or pulling up to sitting position. 3. Provides security for blind patient or patient not accustomed to a hospital type bed.

E. Restraints: 1. Use only for minimum time required for safety. 2. Explain to patient why restraint has to be used. 2. Use type of restraint giving patient greatest freedom compatible with condition.

212.-215. A. Why it is used. To prevent the spread of communicable diseases.

B. Who uses it? Medical workers and visitors.

C. Proper technique. When getting hands and arms into the sleeves, touching only the inside of the gown. When drawing the neck of the garment into place, touching only the inside of the gown. When fastening the gown at the back, lap the back edges of the gown, draw the belt ends into place and fasten them while the lapped edges are held in position.

216.-219. A. Modes of transmission:

1. Respiratory system: These diseases are spread by discharges from almost any portion of the respiratory mucous.
2. Digestive system: Diseases transmitted by discharges from the alimentary tract.
3. Urinary system: Discharges may come in contact with mucus membrane of well persons.
4. Skin: Spread by material from the skin.

UNIT IV

PART VI - OBJECT TEST

Directions to Students:

(1) For each of the numbered items on this answer sheet there is a corresponding station in the classroom. When you are given the signal, go directly to the station bearing the number which has been assigned to you. When, and not before, you are given the signal, observe carefully what has been displayed at the station. Each time a signal is given, advance promptly to the next numbered station in order and answer the question which has its number. Do not advance until the signal is given.

(2) When two or more objects are displayed at one station, they will be lettered "A" and "B", etc. Be sure to write your answer to the question about each object on the line which has the same letter.

(3) Move an instrument or piece of equipment only when this is necessary to obtain an answer to a question. Be sure to leave the objects at each station just as you found them.

STATION
NUMBER

1. What is wrong with this setup to do a sterile dressing on a patient with a wound infection?

   A. Sterile gloves missing.

2. Which of the following instruments are sterilized by hot air?

   A. Syringes and needles.

3. Which of the following solutions is a chemical disinfectant?

   A. Zephiran chloride.

4. What is wrong with the following articles that have been prepared for sterilization by steam under pressure?

   A. Improper wrapping.

5. Which one of the following articles would not be returned to central supply for sterilization?

   A. Urine specimen bottle.

STATION

NUMBER

1. What is missing from this bed for receiving a newly admitted patient?

A.______________________________ (1)

B.______________________________ (2)

2. What is wrong with this bed?

A.______________________________ (3)

B.______________________________ (4)

3. Which of these instruments would you use when filling a hot water bottle?

A.______________________________ (5)

4. Which of the following objects are not necessary on an enema tray?

A.______________________________ (6)

B.______________________________ (7)

C.______________________________ (8)

5. Examine these binders and write down the proper name of each.

A.______________________________ (9)

B.______________________________ (10)

C.______________________________ (11)

6. Which of these devices would not be used for preventing decubitus ulcers?

A.______________________________ (12)

B.______________________________ (13)

7. What changes would you make in this unit if your patient were receiving oxygen?

A.______________________________ (14)

B.______________________________ (15)

C.______________________________ (16)

STATION

NUMBER

8. Name and major use of this device.

A._ Name ______________________________________ (17)

B._ Use _______________________________________ (18)

9. What is wrong with this ice cap?

A.____ (19)

10. Which solution would you use for cleaning earpieces on a stethescope?

A.____ (20)

B.____

C.____

ANSWER SHEET - UNIT IV

PART VI - OBJECT TEST

1. A. signal cord
B. overbed table

2. A. wheels and cranks not turned inward
B. rails not securely attached

3. A. thermometer

4. A. foley catheter
B. asepto syringe
C. oxygen cannula

5. A. double-t-binder
B. scultetus binder
C. breast binder

6. A. kelly pad
B. tongue blade

7. A. post a "no smoking" sign
B. provide a hand call bell instead of an electric one
C. provide a cotton blanket instead of a woolen one

8. A. trapeze
B. assist patient in helping himself

9. A. air has not been expelled

10. A. betadine
B. alcohol
C. hydrogen peroxide

STATION

NUMBER

1. Name the following articles and give the method sterilization:

   A. Name ABD pad
      Use autoclave

   B. Name scissors
      Use dry heat

   C. Name Kelly clamp
      Use autoclave

2. What is missing from this set-up for changing a sterile dressing?

   A. sponge sticks

3. What is wrong with this set-up for isolation?

   A. The gown is hung up inside the patient unit.

4. Which of the following articles would not be re-sterilized?

   A. The disposable syringe.

5. What is wrong with this sterile tray?

   A. The towel covering the tray has a wet stain which means organisms can penetrate and the tray would be unsterile.

STATION
NUMBER

1. What is missing from this setup to obtain a stool spocimen?

A. 2 tongue blades

2. What is wrong with this bag of dirty linen?

B. Should be only 2/3 full - not completely full.

3. Which is the proper method for ice to be taken to patient unit?

C. Ice - in paper bag.

4. What is missing from this setup to obtain a blood pressure?

D. Blood-pressure cuff-cover

5. What is wrong with the gown hanging on the pole?

E. The gown hangs on the pole with contaminated side out.

6. In which solution would you soak glass syringes and needles after use?

F. Basin with cyanide.

UNIT V - NUTRITION

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space.

Example:

Nutrients which do not supply our bodies with energy include:

A. carbohydrates.
B. proteins.
C. fats.
D. minerals.
E. water.

A B C D E
○ ○ ○ ● ○ (This indicates that choice "D" was chosen)

1. If you were planning meals that are rich in iron, which of the following foods should be included?

A. Liver.
B. Whole grain cereals.
C. Dried beans and peas.
D. Celery and lettuce.
E. Peas and carrots.

2. Which of the following foods is richest in protein?

A. Cottage cheese and eggs.
B. Dried beans and peas.
C. Whole grain cereals.
D. Beets and carrots.
E. Ice cream and peaches.

3. The two minerals most important in the formation of sound bones and teeth in the growing child are:

A. iron and potassium.
B. iron and calcium.
C. potassium and phosphorus.
D. phosphorus and calcium.
E. copper and lead.

4. The one single item of greatest importance in the diet is:

   A. sugar.
   B. sodium.
   C. calcium.
   D. water.
   E. milk.

5. An example of a complete protein food that contains no fat is:

   A. hamburger.
   B. egg white.
   C. whole milk.
   D. american cheese.
   E. egg yolk.

6. Cellulose is best defined as the:

   A. leaves of a plant.
   B. most important constituent of cereal foods.
   C. fibrous part or "skeleton" of a plant.
   D. chief source of minerals in a plant.
   E. stem of vegetables.

7. The citrus fruits include:

   A. apples and pears.
   B. bananas and figs.
   C. oranges, lemons and limes.
   D. grapes and plums.
   E. grapefruit and peaches.

8. Fats are the most concentrated source of energy because they provide more than twice the number of calories as carbohydrates. A food containing 15 grams of fat would have a caloric value of:

   A. 60.
   B. 160.
   C. 135.
   D. 45.
   E. 200.

9. The main function of cellulose in the diet is to provide:

   A. bulk.
   B. energy.
   C. minerals.
   D. vitamins.
   E. water.

10. A food containing 20 grams of carbohydrates would have a caloric value of:

A. 60.
B. 80.
C. 120.
D. 20.
E. 70.

11. Fats are used by the body to provide:

A. calories for heat and energy.
B. essential fatty acids for growth.
C. essential amino acids for growth.
D. calcium.
E. carbon.

12. Rickets is a disease affecting children who have a deficiency of:

A. vitamin C, calcium and sodium.
B. vitamin D and sodium.
C. vitamin D, calcium and phosphorus.
D. vitamin A, vitamin D and sodium.
E. vitamin B, vitamin C and vitamin E.

13. The term baking means:

A. cooking in covered saucepan.
B. cooking by dry heat.
C. placing under radiant heat.
D. cooking at a very high temperature.
E. cooking with butter.

14. One cup of whole milk contains 12 grams of carbohydrates, 9 grams of fats, and 8.5 grams of protein. The total number of calories in one cup of whole milk is:

A. 100.
B. 48.5.
C. 243.5.
D. 163.
E. 250.

15. Which of the following foods contain all the essential amino acids?

A. Gelatin.
B. Nuts.
C. Cereals.
D. Eggs.
E. Bread.

16. A balanced diet can best be described as one that:

A. includes foods that are high in mineral content.
B. eliminates foods that are high in caloric content.
C. meets the nutritional needs of each individual.
D. prevents severe nutritional deficiencies.
E. includes high carbohydrate foods.

17. Pasteurizing milk is a protection against:

A. malaria.
B. yellow fever.
C. undulant fever.
D. trichinosis
E. rabies.

18. Starches belong to a group of nutrients called:

A. fats.
B. carbohydrates.
C. proteins.
D. minerals.
E. cellulose.

19. It is a custom of Orthodox Jews to eat:

A. no meat on Friday.
B. pork in the same meal with milk products.
C. fish having scales and fins.
D. shellfish.
E. roast beef.

20. As an alternate to serving meat or fish, the daily diet could include:

A. whole grain cereals.
B. dried beans or dried peas.
C. green leafy vegtables.
D. potatoes.
E. fruits.

21. In order to prevent rancidity, fats should be stored in:

A. clear containers.
B. tightly covered containers.
C. warm, dark places.
D. uncovered containers.
E. a refrigerator.

22. One of the best guarantees of an adequate diet is:

A. using a variety of foods in the diet.
B. avoiding fatty foods.
C. choosing foods of high caloric content.
D. eliminating carbohydrate foods from the diet.
E. choosing well liked foods.

23. The iron content is low in:

A. liver.
B. eggs.
C. milk.
D. molasses.
E. jello.

24. The one meal most neglected by young people is:

A. breakfast.
B. lunch.
C. dinner.
D. bedtime snack.
E. mid-morning snack.

25. Which of the following foods do you consider to be most undesirable for a woman who is pregnant?

A. Eggs and cheese.
B. French fried potatoes and pie.
C. Sherbets and canned fruits.
D. Whole grain cereals.
E. Ham and eggs.

26. Which of the following foods would be considered the best source of "Quick energy"?

A. Milk.
B. Toast.
C. Karo syrup.
D. Eggs.
E. Cheese.

27. The term, simmer, means:

A. cooking in boiling water.
B. baking at a low temperature.
C. cooking just below the boiling point.
D. frying quickly in a small amount of fat.
E. boiling in a small amount of water.

28. Foods will be more appetizing if the meal is planned so that there is:

A. a high proportion of carbohydrates.
B. a variety in color and texture of the foods.
C. an abundance of seasoning used.
D. a choice of at least three vegetables.
E. butter used for flavoring foods.

29. Fortified margerine has had which of the following vitamins added?

A. A and B.
B. C and E.
C. A and C.
D. A and D.
E. B and E.

30. The mineral that is restricted from the diet when severe edema is present is:

A. calcium.
B. potassium.
C. sodium.
D. iron.
E. phosphorus.

31. The least expensive body fuel is:

A. mineral.
B. fat.
C. carbohydrate.
D. protein.
E. water.

32. Raw vegetable salads may be included in:

A. a light diet.
B. a soft diet.
C. a regular house diet.
D. a full fluid diet.
E. a bland diet.

33. Obesity is more likely to occur during middle age because:

A. leisure time increases the amount of food eaten.
B. metabolism is greatly lowered by glandular imbalance.
C. people participate in social functions where food is served.
D. food intake remains the same as activity decreases.
E. food intake increases and activity increases.

34. It is possible to prepare a full fluid diet that:

A. is nutritionally adequate.
B. will include soft mashed potatoes.
C. will be adequate to all patients.
D. can be used for most patients the day of surgery.
E. will include cream cottage cheese.

35. Select from the list below the food that would be best classified as a low caloric dessert:

A. bread pudding with orange sauce.
B. fruit in gelatin.
C. ice cream.
D. custard.
E. cake.

36. A desirable daily milk intake during adolescence is:

A. 1 pint.
B. 1½ pints.
C. 1 quart.
D. 1½ quarts.
E. 2 quarts.

37. Food is moved along the digestive tract by:

A. ciliated epithelium along the length of the alimentary canal.
B. a muscular action known as peristalsis.
C. the currents formed by digestive juices.
D. chemical action.
E. saliva and mechanical action.

38. To conserve their nutrients, vegetables should be cooked in a:

A. large amount of water.
B. small amount of water.
C. solution of water and sodium bicarbonate.
D. solution of water and sodium chloride.
E. large amount of water and sodium bicarbonate.

39. A diet high in sweets:

A. stimulates the appetite.
B. dehydrates the tissues.
C. produces flatulence.
D. interferes with the flow of bile.
E. interferes with digestion.

40. Eggs, cheese, and meat are high in:

A. carbohydrates.
B. cellulose.
C. protein.
D. water.
E. fats.

41. If followed, the Four Basic Food Plan will insure the family against:

A. communicable disease.
B. obesity.
C. spending too much money for food.
D. malnutrition.
E. cancer.

42. One of the foods to be restricted on a low calorie diet is:

A. cream.
B. eggs.
C. poultry.
D. tomato juice.
E. fruit.

43. What is lacking in a menu of baked fish, mashed potatoes, cabbage salad, bread, and ice cream?

A. A source of vitamin C.
B. Sufficient protein.
C. Calcium.
D. Variety in color.
E. Carbohydrates.

44. Sodium restriction helps relieve:

A. dehydration.
B. edema.
C. hemorrhage.
D. high fever.
E. vomiting.

45. A food to be omitted on a soft diet is:

A. mashed potatoes.
B. fruit salad.
C. ice cream.
D. sponge cake.
E. cottage cheese.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT V

PART I - MULTIPLE CHOICE

	A	B	C	D	C
1.	●	0	0	0	0
2.	●	0	0	0	0
3.	0	0	0	●	0
4.	0	0	0	●	0
5.	0	●	0	0	0
6.	0	0	●	0	0
7.	0	0	●	0	0
8.	0	0	●	0	0
9.	●	0	0	0	0
10.	0	●	0	0	0
11.	●	0	0	0	0
12.	0	0	●	0	0
13.	0	●	0	0	0
14.	0	0	0	●	0
15.	0	0	0	●	0
16.	0	0	●	0	0
17.	0	0	●	0	0
18.	0	●	0	0	0
19.	0	0	0	●	0
20.	0	●	0	0	0
21.	0	●	0	0	0
22.	●	0	0	0	0
23.	0	0	●	0	0

	A	B	C	D	E
24.	●	0	0	0	0
25.	0	●	0	0	0
26.	0	0	●	0	0
27.	0	0	●	0	0
28.	0	●	0	0	0
29.	0	0	0	●	0
30.	0	0	●	0	0
31.	0	0	●	0	0
32.	0	0	●	0	0
33.	0	0	0	●	0
34.	●	0	0	0	0
35.	0	●	0	0	0
36.	0	0	●	0	0
37.	0	●	0	0	0
38.	0	●	0	0	0
39.	0	0	●	0	0
40.	0	0	●	0	0
41.	0	0	0	●	0
42.	●	0	0	0	0
43.	0	0	0	●	0
44.	0	●	0	0	0
45.	0	●	0	0	0

UNIT V

PART II - TRUE - FALSE

Directions: Some of the following statements are true and some are false. If the statement is true, darken the circle representing the "T" on the answer sheet and do no more. If the statement is false, darken the circle representing the "F" on the answer sheet AND do two more things. One point for each.

1. In blank (a) on the answer sheet, write the word or group of words that makes the statement false.
2. In blank (b) on the answer sheet, write the word or group of words that would make the statement true. Mark Only on the Answer Sheet.

Example:

Milk, baked custard, and cottage cheese contain complete protein.

T F
● ○
(a) ____________________
(b) ____________________

Carbohydrates are known as tissue building nutrients.

T F
○ ●
(a) building
(b) energy

46. Liver, eggs and enriched bread are good sources of many of our vitamins.

47. The regular diet is based on the Basic Four, and is essentially a normal diet.

48. Plant and animal sources of proteins have the same nutritional value.

49. Meats are good sources of cellulose.

50. Persons with allergies may not have allergic reactions to the same foods.

51. Yellow vegetables are good sources of iron.

52. In order to save money, it would be wise to know how to select food, and how to store food for future use.

53. Milk, wheat, and eggs are common food allergens.

54. Milk furnishes calcium and phosphorus to the diet.

55. In order to gain weight, a person must take in more calories than the activities he does will use.

56. Cooking will change the flavor, texture and color of food.

57. The bland diet will be prescribed when treating peptic ulcer patients and will be nutritionally adequate.

58. Reading the labels is a waste of time for the shopper in finding out the quality of the ingredients inside the can.

59. Plant sources and animal sources of protein have the same caloric value.

60. A diet tray that is colorful, well arranged, and has a pleasant aroma will be very appealing to the patient.

61. Dietary deficiencies commonly found in older people are calcium, iron and vitamin C.

62. In order to be an efficient shopper, menus should be planned ahead of time.

63. To increase the palatability of the sodium restricted diet, you may suggest the use of onion, garlic, mint and pepper.

64. The main function of protein is to furnish heat and energy.

65. Any physical activities require the same amount of energy as running will require.

66. Tomato juice may be used as a substitute for orange juice if two servings of tomato juice are used for each serving of orange juice.

67. We study nutrition so that we will better understand the dietary needs of our patients.

68. Minerals act as regulators in the body.

69. Meats, eggs, and fish are poor sources of protein.

70. The process of digestion begins when food is chewed and mixed with saliva in the mouth.

71. The diets prescribed for illness conditions are known as therapeutic diets.

72. Rice, lamb and sugar seldom cause allergic reactions.

73. For fats to be digested, bile must be present.

74. The digestive system cannot function to completely digest carbohydrates.

75. Fats, salts, and sweets are usually restricted in a high iron diet.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT V

PART II - TRUE - FALSE

46. T F
● ☐
(a) ____________________
(b) ____________________

47. T F
● ☐
(a) ____________________
(b) ____________________

48. T F
☐ ●
(a) the same
(b) different

49. T F
☐ ●
(a) good
(b) poor

50. T F
● ☐
(a) ____________________
(b) ____________________

51. T F
☐ ●
(a) good
(b) poor

52. T F
● ☐
(a) ____________________
(b) ____________________

53. T F
● ☐
(a) ____________________
(b) ____________________

54. T F
● ☐
(a) ____________________
(b) ____________________

55. T F
● ☐
(a) ____________________
(b) ____________________

56. T F
● ☐
(a) ____________________
(b) ____________________

57. T F
● ☐
(a) ____________________
(b) ____________________

58. T F
● ☐
(a) ____________________
(b) ____________________

59. T F
● ☐
(a) ____________________
(b) ____________________

60. T F
● ☐
(a) ____________________
(b) ____________________

61. T F
● ☐
(a) ____________________
(b) ____________________

62. T F
● ○
(a) ____________________
(b) ____________________

63. T F
● ○
(a) ____________________
(b) ____________________

64. T F
○ ●
(a) furnish heat and energy
(b) build and repair

65. T F
○ ●
(a) same
(b) different

66. T F
● ○
(a) ____________________
(b) ____________________

67. T F
● ○
(a) ____________________
(b) ____________________

68. T F
● ○
(a) ____________________
(b) ____________________

69. T F
○ ●
(a) poor
(b) rich and good

70. T F
● ○
(a) ____________________
(b) ____________________

71. T F
● ○
(a) ____________________
(b) ____________________

72. T F
● ○
(a) ____________________
(b) ____________________

73. T F
● ○
(a) ____________________
(b) ____________________

74. T F
○ ●
(a) can not
(b) does

75. T F
● ○
(a) ____________________
(b) ____________________

UNIT V

PART III - MATCHING

Directions: Match the phrases in the left-hand column with the appropriate diets in the right-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an item only once. One point for each.

Example:

A B C D E F
○ ○ ● ○ ○ ○ (This indicates choice "C" was made.)

76. For overweight patients.
77. For treatment of allergies.
78. For reducing edema.
79. For underweight patients.
80. Hospital "normal diet."
81. For treatment of acute peptic ulcers.
82. For reducing weight or treating liver disease.
83. Nourishing diet of liquids given orally.
84. Consists of semi-solid easily digested foods.
85. Postoperative liquid diet that does not nourish.

A. Elimination
B. Low-sodium
C. Low-fat
D. Low calorie
E. High calorie
F. Soft
G. Sippy
H. Full liquid
I. Clear liquid
J. Regular
K. High iron
L. Low carbohydrate
M. Acid or alkaline ash

86. To press through a strainer to remove cellulose.

87. To trim or decorate food.

88. Cook in the oven.

89. To plunge into boiling water and then into cold water.

90. To cook under or over direct heat.

91. To mix together.

92. To bake or to roast over coals or on a spit, basting with a spicy sauce.

93. To mix thoroughly.

94. To cook in liquid at 212° F.

95. To brush or pour hot fat on cooking food.

A. Bake

B. Barbecue

C. Baste

D. Beat

E. Blanch

F. Blend

G. Boil

H. Broil

I. Chop

J. Combine

K. Garnish

L. Puree

M. Deviled

96. Milk with vitamin D added.

97. Milk with the water removed.

98. Cultured skim milk.

99. Milk with fat removed.

100. Stimulant in tea.

101. Milk processed to remove harmful organisms.

102. Unpasteurized milk.

103. Whole milk, 60% of its water removed.

104. Milk with sugar added and part of the water removed.

105. Milk with all its natural nutrients.

A. Caffeine

B. Whole milk

C. Pasteurized milk

D. Human milk

E. Condensed milk

F. Cow's milk

G. Theine

H. Skim milk

I. Evaporated milk

J. Dried milk

K. Irradiated milk

L. Raw milk

M. Buttermilk

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT V

PART III - MATCHING

	A	B	C	D	E	F	G	H	I	J	K	L	M
76.	0	0	0	●	0	0	0	0	0	0	0	0	0
77.	●	0	0	0	0	0	0	0	0	0	0	0	0
78.	0	●	0	0	0	0	0	0	0	0	0	0	0
79.	0	0	0	0	●	0	0	0	0	0	0	0	0
80.	0	0	0	0	0	0	0	0	0	●	0	0	0
81.	0	0	0	0	0	0	●	0	0	0	0	0	0
82.	0	0	●	0	0	0	0	0	0	0	0	0	0
83.	0	0	0	0	0	0	0	●	0	0	0	0	0
84.	0	0	0	0	0	●	0	0	0	0	0	0	0
85.	0	0	0	0	0	0	0	0	●	0	0	0	0
86.	0	0	0	0	0	0	0	0	0	0	0	●	0
87.	0	0	0	0	0	0	0	0	0	0	●	0	0
88.	●	0	0	0	0	0	0	0	0	0	0	0	0
89.	0	0	0	0	●	0	0	0	0	0	0	0	0
90.	0	0	0	0	0	0	0	●	0	0	0	0	0
91.	0	0	0	0	0	0	0	0	0	●	0	0	0
92.	0	●	0	0	0	0	0	0	0	0	0	0	0
93.	0	0	0	0	0	●	0	0	0	0	0	0	0
94.	0	0	0	0	0	0	●	0	0	0	0	0	0
95.	0	0	●	0	0	0	0	0	0	0	0	0	0
96.	0	0	0	0	0	0	0	0	0	0	●	0	0
97.	0	0	0	0	0	0	0	0	0	●	0	0	0
98.	0	0	0	0	0	0	0	0	0	0	0	0	●
99.	0	0	0	0	0	0	0	●	0	0	0	0	0
100.	0	0	0	0	0	0	●	0	0	0	0	0	0
101.	0	0	●	0	0	0	0	0	0	0	0	0	0
102.	0	0	0	0	0	0	0	0	0	0	0	●	0
103.	0	0	0	0	0	0	0	0	●	0	0	0	0
104.	0	0	0	0	●	0	0	0	0	0	0	0	0
105.	0	●	0	0	0	0	0	0	0	0	0	0	0

UNIT V

PART IV - COMPLETION

Directions: Each of the statements below contains a blank at or near the end of the statement, You are to supply the missing word or group of words. Mark only on the Answer Sheet. One point for each.

106. The science which deals with food is ______________.

107. Citrus fruits are an excellent source of vitamin _________.

108. A patient with a peptic ulcer is on a ____________ diet.

109. A goiter is caused by a deficiency of ______________.

110. The banana diet is sometimes given to a child with _________.

111. The trays should be checked by some responsible person, either by a member of the ____________ department or by the nurse.

112. The vitamin essential for proper clotting of the blood is ________________.

113. An individual who can transmit disease germs is a __________.

114. Fluids are restricted in the ____________ diet.

115. A high fiber diet is the same as a ______________ diet.

116. The law requiring manufacturers to state the content and weight of food containers on the label is the ______________.

117. One gram of protein yields _________ calories.

118. Special diets are prescribed by the _______________.

119. A form of carbohydrates which is not digested is __________.

120. The carbohydrate stored in the liver is called ___________.

121. The process by which the body uses food for growth, maintenance and repair and the processes in which the tissues are broken down into wastes is ________________.

122. A rich source of calcium is _______________.

123. If the body does not receive the necessary amount of nutrients, it suffers from ________________.

124. Another name for vitamin C is _______________.

125. A food which must be increased in the diet during pregnancy is ________________.

126. The primary function of carbohydrates in the diet is to supply ____________________.

127. One gram of carbohydrates yields ____________ calories.

128. One of the best sources of protein is _____________.

129. The diet ordered for a patient with an overactive thyroid is _________________________.

130. The doctor will prescribe a _________________ diet for an overweight patient.

131. In cases of severe burns, diarrhea and vomiting, the amount of sodium in the diet is _________________.

132. Ten grams of fat yields ____________ calories.

133. A 10 to 20 per cent loss of water from the body is critical and a _______ per cent results in death.

134. Physical activity tends to increase the appetite. Your patient may not be very hungry because of lack of _________.

135. If the patient does not like coffee, he might enjoy a cup of _______________.

136. The most important reason why nutritional intake is inadequate in most homes is _______________.

137. A balanced diet is one which contains all of the ________.

138. Citrus fruits and tomatoes are excellent sources of _____.

139. The diet should include _______ or more serving per day from the meat, poultry, fish and egg group.

140. On the first day of acute gastroenteritis, the patient is allowed ___________________.

141. The regular diet is intended for patients whose condition does not warrant_______________.

142. A disease caused by eating undercooked infected pork is _________________________.

143. The diet often given to a patient with anemia is ________________________.

144. The diabetic patient is on __________________ diet.

145. One meat the Orthodox Jews do not eat is ________________.

146. The end product of carbohydrate digestion that is ready for use by the body cells is called _______________.

147. A marked deficiency in iron causes _______________.

148. An example of a meat alternate is _______________.

149. The treatment of disease through diet is called __________.

150. The diet for a patient with gout is _______________.

Code No.________________

Name________________

Score________________

ANSWER SHEET - UNIT V

PART IV - COMPLETION

106. nutrition
107. C
108. bland
109. iodine
110. cystic fibrosis
111. dietary
112. K
113. carrier
114. sodium free
115. high residue
116. Federal Food Drug and Cosmetic Act
117. four
118. doctor
119. cellulose
120. glycogen
121. nutrition
122. milk
123. malnutrition
124. ascorbic acid
125. milk
126. heat and energy
127. four
128. meat
129. high carbohydrate
130. low calorie
131. increased
132. 90
133. 40
134. exercise
135. tea
136. poor eating habits
137. essential nutrients
138. vitamin C
139. two
140. no food
141. diet therapy
142. trichinosis
143. high iron
144. diabetic
145. pork
146. glucose
147. anemia
148. eggs or cheese
149. diet therapy
150. low - purine

UNIT V

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. In all cases, follow the guidelines specified if you wish to receive full credit. Mark only on the Answer Sheet.

151.-163. Describe a nutrient. (12 points)

A. List six examples of nutrients.
B. Give purpose of each nutrient.

164.-172. Describe the process of digestion. (8 points)

A. Four major organs of digestion.
B. Function of each organ.

173.-184. Discuss vitamins. (12 points)

A. List six vitamins.
B. Give their functions.

185.-193. Discuss the Basic Four Food Groups, according to the following guideline. (8 points)

A. Name the Four Basic Food Groups.
B. Give an example for each group.

194.-200. Discuss nutrition. (7 points)

A. Definition of nutrition.
B. Three signs of good nutrition and three signs of poor nutrition.

201.-205. Discuss proteins. (5 points)

A. List three major sources.
B. Two major contributions to good nutrition.

ANSWER SHEET - UNIT V

PART V - ESSAY

151.-163 A. Six examples of nutrients.

1. Carbohydrates
2. Fats
3. Proteins
4. Minerals
5. Vitamins
6. Water

B. Give purpose of each nutrient.

1. Carbohydrates - furnish heat and energy
2. Fats - furnish heat and energy
3. Proteins - build and repair body tissues
4. Minerals - regulate the various body processes
5. Vitamins - regulate the various body processes
6. Water - regulate the various body processes

164.-172. A. Four major organs of digestion.

1. Salivary glands
2. Stomach
3. Liver
4. Pancreas

B. Function of each organ.

1. Salivary glands - secretes saliva
2. Stomach - secretes gastric juice
3. Liver - secretes bile
4. Pancreas - secretes pancreatic juice

173.-184. A. List six vitamins.

1. Vitamin A
2. Vitamin C
3. Vitamin D
4. Vitamin E
5. Vitamin K
6. Vitamin B_1 (Thiamin)

B. Their functions.

1. Vitamin A - Essential for growth
2. Vitamin C - Development of the teeth
3. Vitamin D - Building and maintaining normal bones and teeth
4. Vitamin E - Essential for normal reproduction
5. Vitamin K - Essential for normal clotting of the blood
6. Vitamin B_1 - Essential for functioning of the heart, nerves, and muscules.

185.-193. A. Name the Four Basic Food Groups.

1. Vegetable and fruit
2. Dairy foods
3. Breads and cereals
4. Meat group

B. Example of each.

1. Vegetables and fruits - dark green or yellow vegetables or citrus fruits
2. Dairy foods - milk and cheese
3. Breads and cereals - bread, wheat, or rye
4. Meat group - beef

194.-200. A. Definition of nutrition.

The science that deals with food.

B. Three signs of good nutrition and three signs of poor nutrition.

1. shiny hair
2. clear skin and eyes
3. alert expression

1. dull hair
2. undeveloped body
3. poor appetite

201.-205. A. List major sources of protein.

1. Meats
2. Cheese
3. Eggs

B. Two major contributions to good nutrition.

1. Protein is the only nutrient containing nitrogen.
2. Protein is the basic material of every body cell and it is the only nutrient that can make new cells and rebuild tissue.

UNIT V

PART VI - OBJECT TEST

Directions to the Student:

For each of the numbered items on this answer sheet, there is a corresponding item at the station. When you are given the signal, go directly to the station bearing your number. When given the signal, observe the items and answer the numbers for the items. Do Not Begin Until the Signal is Given.

STATION
NUMBER

1. From a display of cardboard food models, select the foods that would be included in a well-balanced soft diet for a 15 year old boy for dinner.

ANSWER SHEET

STATION
NUMBER

1. A well-balanced soft diet includes:

   A. strained fruit juice
   B. creamed chicken on toast
   C. mashed potatoes
   D. cooked asparagus
   E. custard
   F. milk

Directions to the Student:

For each of the numbered items on this answer sheet, there is a corresponding item at the station. When you are given the signal, go directly to the station bearing your number. When given the signal, observe the items and answer the numbers for the items, and draw a diagram showing how the tray would be arranged.
Do Not Begin Until the Signal is Given.

STATION
NUMBER

2. Select and set up a regular diet tray from the items displayed in the work area.

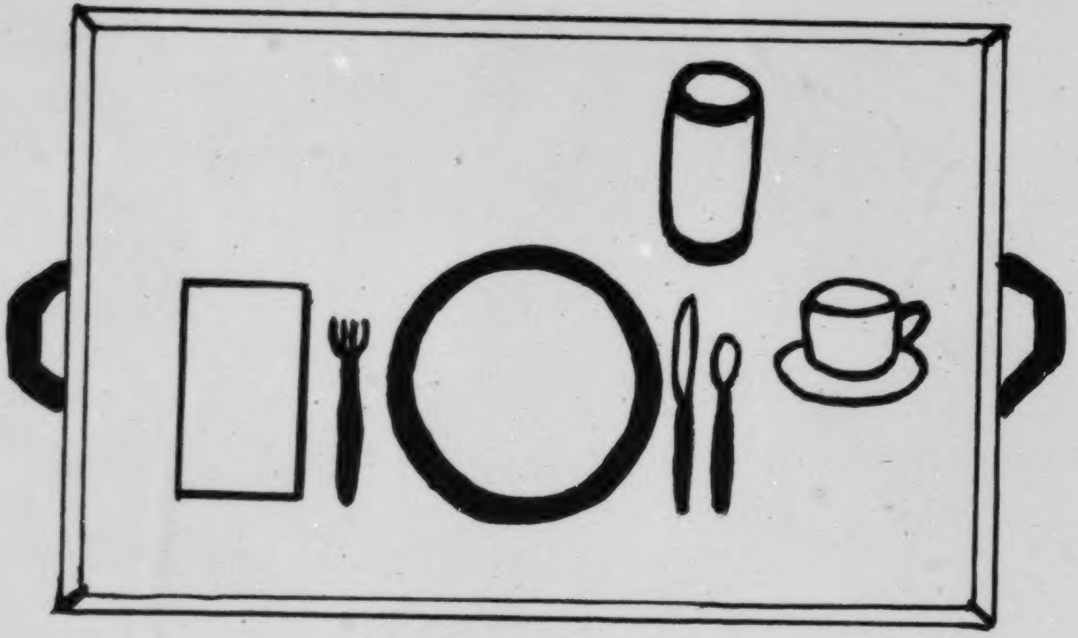
ANSWER SHEET

STATION
NUMBER

2. Select items for setting up a regular diet tray.

A. tray
B. dinner plate
C. cup and saucer
D. glass
E. knife, fork and spoon
F. napkin

Diagram.



Directions to the Student:

For each of the numbered items on this answer sheet, there is a corresponding item at the station. When you are given the signal, go directly to the station bearing your number. When given the signal, observe the items and answer the numbers for the items. Do Not Begin Until the Signal is Given.

STATION
NUMBER

3. From a group of cardboard food models, select the foods that contain:

   A. Incomplete proteins

   B. Complete proteins

ANSWER SHEET

STATION
NUMBER

3. A. Incomplete proteins

    1. Dried beans
    2. Dried peas

   B. Complete proteins

    1. Meat
    2. Milk
    3. Cheese
    4. Eggs

UNIT VI - SAFETY

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A B C D E
○ ○ ● ○ ○ (This indicates that choice "C" was chosen)

1. Spills should be cleaned up by:

A. personnel from dietary.
B. the orderly.
C. the housekeeping department.
D. the charge nurse.
E. the nursing assistant.

2. There is a fire in the hospital area when you hear this announced three times:

A. Mr. Green.
B. Mr. Smith.
C. Mr. Doe.
D. Mr. Marshall.
E. Mr. Brown.

3. The most important thing to remember about accidents is:

A. immediate treatment.
B. prevention.
C. obtaining a doctor.
D. getting victims to a hospital.
E. medication.

4. The best mehtod of preventing an accident is:

A. proper teaching of safety.
B. setting a good example.
C. reading up on safety.
D. telling others to be careful.

5. The most common cause of fire in a hospital area is:

A. frayed electrical wiring.
B. oxygen.
C. smoking.
D. sterilizing.
E. anesthesia.

6. The type of fire on which water would be used is:

A. wood, cloth, and paper.
B. gasoline.
C. anesthesia.
D. electrical equipment.
E. oil.

7. The number of people needed to use a fire hose properly is:

A. one.
B. two.
C. three.
D. four.
E. five.

8. When there is a fire in a room with four beds, it can be emptied of patients by using the three man method. The length of time it takes is:

A. two to three minutes.
B. one to two minutes.
C. forty to sixty seconds.
D. twenty to thirty seconds.
E. ten to twenty seconds.

9. The "Good Samaritan Act" provides:

A. a safe place to work.
B. immunity from civil liability.
C. for your personal safety.
D. for the patients' safety.
E. a prompt trip to the hospital.

10. When administering artificial respiration, you would first:

A. cover the nose and breathe into the mouth.
B. be sure of an open airway.
C. pump all of the air out of the lungs.
D. breathe into the nose and mouth at the same time.
E. be sure the victim is warm.

11. Personnel will know there is a disaster when they hear these words repeated three times over the P.A. system:

A. plan "A".
B. plan "B".
C. plan "C".
D. plan "D".
E. plan "E".

12. A lawsuit brought against a licensed health worker for not carrying out his duties properly is referred to as:

A. slothfullness.
B. laziness.
C. slander.
D. misconduct.
E. malpractice.

13. If you come upon an accident, you would first:

A. check for hemorrhage.
B. check for an open airway.
C. provide warmth.
D. give a stimulant by mouth.
E. try not to become involved.

14. The first thing you do for a patient with an electrical shock is:

A. provide warmth.
B. apply cold compresses.
C. call the hospital and ask what to do.
D. give artificial respiration.
E. give him something to drink.

15. The immediate care for a patient in shock is:

A. application of blankets.
B. encourage warm fluids by mouth.
C. check for vomiting.
D. check for voiding.
E. change the position of the patient.

16. In caring for a patient convulsing, you would first:

A. place a soft object between his teeth.
B. loosen tight clothing around the neck.
C. keep person from moving around.
D. cover with a blanket to keep him warm.
E. protect him from injuring himself.

17. When transferring a patient from the bed to a stretcher, the first thing you do is:

A. sit the patient on the side of the bed, let him dangle.
B. keep the patient on his back.
C. move the patient with a "pull sheet".
D. lock the wheel on the bed and stretcher.
E. move the patient to the "count of three".

18. A "Code of Behavior" can be described as:

A. the responsibility of a nurse to her patient.
B. ethical conduct.
C. punctuality.
D. the nurse's respect for authority.
E. rudeness shown by the patient to the nurse.

19. Good body mechanics when lifting means that the nurse assistant will:

A. use the least number of muscles possible.
B. use the back muscles instead of the arm and leg muscles.
C. bend from the waist.
D. lift, but do not push, pull, slide, or roll the object.
E. squat or kneel when working at lower levels.

20. The nursing care of a victim of internal bleeding should include:

A. giving the patient cold fluids.
B. giving the patient warm fluids.
C. keeping the patient as cool as possible to help stop bleeding.
D. keeping the patient warm.
E. encourage the patient to talk to make sure he is not comatose.

21. If a child is choking, the nursing care would include:

A. give small sips of water, just a little bit at a time.
B. give toast or a little bit of solid food slowly.
C. insert finger in mouth to remove object.
D. hold him up by feet, slap him between shoulders.
E. place child in a tub of cold water.

22. The least desirable oxygen safety precaution is:

A. no smoking signs posted in area.
B. using wool blankets on the bed.
C. discontinuing wearing nylon.
D. discontinuing use of oil, grease, or alcohol.
E. remove electrical appliances from unit.

23. Symptoms to be reported to the team leader when oxygen therapy is being used, includes all of the following, except:

A. cyanosis.
B. anoxia.
C. anoraxia
D. deceased respirations.
E. cheyne-stokes respirations.

24. In a disaster situation, the classification of injuries includes all the following, except:

A. schock.
B. burns.
C. medical treatment.
D. surgical treatment.
E. gunshot wounds.

25. The law that controls the practice of nursing is called the:

A. Nurse Practice Act.
B. Medical Practice Act.
C. Licensure Law.
D. Code of Behavior
E. Fair Practice Act.

26. The failure of a nursing assistant to do what she should do is an example of:

A. witnessing.
B. misconduct.
C. negligence.
D. malpractice.
E. restraint.

27. A tort is a/an:

A. example of responsibility.
B. wrongful act.
C. witnessing of a will.
D. example of charting.
E. right of privacy.

28. All of the following are legal facts related to the practice of nursing, except:

A. negligence.
B. malpractice.
C. assault.
D. tort.
E. licit.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT VI

PART I - MULTIPLE CHOICE

	A	B	C	D	E
1.	0	0	●	0	0
2.	0	0	0	●	0
3.	0	●	0	0	0
4.	0	●	0	0	0
5.	0	0	●	0	0
6.	●	0	0	0	0
7.	0	0	●	0	0
8.	0	0	●	0	0
9.	0	●	0	0	0
10.	0	●	0	0	0
11.	0	0	0	●	0
12.	0	0	0	0	●
13.	0	●	0	0	0
14.	0	0	0	●	0
15.	●	0	0	0	0
16.	0	●	0	0	0
17.	0	0	0	●	0
18.	0	●	0	0	0
19.	0	0	0	0	●
20.	0	0	0	●	0
21.	0	0	●	0	0
22.	0	●	0	0	0
23.	0	0	●	0	0
24.	0	0	0	0	●
25.	●	0	0	0	0
26.	0	0	●	0	0
27.	0	●	0	0	0
28.	0	0	0	0	●

UNIT VI

PART II - TRUE - FALSE

Directions: Some of the following statements are true and some are false. If the statement is true, darken the circle representing the "T" on the answer sheet and do no more. If the statement is false, darken the circle representing the "F" on the answer sheet and DO TWO MORE THINGS. One point for each.

1. In blank "A" on the answer sheet, write the word or group of words that makes the statement false.
2. In blank "B" on the answer sheet, write the word or group of words that would make the statement true. DON'T USE WORDS WHICH ARE UNDERLINED.

MARK ONLY ON THE ANSWER SHEET.

29. Bedside tables should be within easy reach for the safety of the patients.

30. Oxygen should be turned off when the patient is out of the tent.

31. You may use oil, or alcohol for a backrub when a patient is receiving oxygen.

32. Wool blankets are used when a patient is receiving oxygen.

33. You should instruct your patient in the proper and safe use of mechanical aids, such as electric beds and wheel chairs.

34. The best reason for attending to spills at once is to keep the area neat.

35. When using a fire hose, play it slowly back and forth, starting at the bottom, to assure good wetting action.

36. Report to the charge nurse when equipment is faulty or damaged.

37. Fires are classified into four different groups.

38. Calmness is catching.

39. Side rails are to be kept up on beds of all patients retiring for the night.

40. The patient's chart belongs to the doctor.

41. Alcohol rubs are contraindicated for a patient in an oxygen tent.

42. Report signs of cyanosis to your team leader.

43. The humidifier bottle is kept one-half to one-third full of plain tap water.

44. Oxygen supports combustion.

45. Padding may be necessary when using oxygen given by cannula.

46. Use vaseline for nasal catheter lubrication.

47. It is the duty of the nurse assistant to regulate the oxygen flowmeter for the proper number of liters, concentration, and humidity.

48. Use a rubber mat or towel in the bathtub to prevent falls.

Code No.________________
Name________________
Score________________

ANSWER SHEET - UNIT VI

PART II - TRUE - FALSE

29. T F
● ○
(a)________
(b)________

30. T F
● ○
(a)________
(b)________

31. T F
○ ●
(a) may
(b) may not

32. T F
○ ●
(a) wool
(b) cotton

33. T F
● ○
(a)________
(b)________

34. T F
○ ●
(a) neat
(b) safe

35. T F
○ ●
(a) bottom
(b) top

36. T F
● ○
(a)________
(b)________

37. T F
○ ●
(a) four
(b) three

38. T F
● ○
(a)________
(b)________

39. T F
● ○
(a)________
(b)________

40. T F
○ ●
(a) doctor
(b) institution

41. T F
● ○
(a)________
(b)________

42. T F
● ○
(a)________
(b)________

43. T F
○ ●
(a) plain tap
(b) distilled

44. T F
● ○
(a)________
(b)________

45. T F
○ ●
(a) cannula
(b) mask

46. T F
○ ●
(a) vaseline
(b) water soluble jelly

47. T F
○ ●
(a) nurse assistant
(b) team leader

48. T F
○ ○
(a)________
(b)________

UNIT VI

PART III - MATCHING

Directions: Match the legal definition in the left-hand column with the appropriate name in the right-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an item only once.

Example:

A B C D E F G H I J K L M
○ ○ ○ ○ ● ○ ○ ○ ○ ○ ○ ○ ○ (This indicates that "E" was chosen.)

49. A written defamation of character.
50. False information.
51. Threaten to contact body of another person without his consent.
52. True information
53. Document directing witness to appear in court.
54. Oral defamation of character.
55. Kills without meaning to.
56. Misbehavior
57. Making an unauthorized contact on body of another person.
58. Mercy killing.

A. Felony
B. Battery
C. Euthansia
D. Testimony
E. Tort
F. Subpoena
G. Manslaughter
H. Assault
I. Perjury
J. Misdemeanor
K. Crime
L. Liable
M. Slander

---

59. Notification of death.
60. Notification for immediate treatment.
61. Moral, not legal duty.
62. Any sudden occurrence resulting in casualties.
63. Legal wrong.
64. Notification of cardiac arrest.
65. Fire or explosion within the hospital.
66. Delayed treatment.
67. Notification of fire.
68. A breach of duty.

A. Assault
B. Tort
C. Internal disaster
D. "Priority II"
E. "Mr. Marshall"
F. "Code blue"
G. Negligence
H. "Preparation D"
I. "Priority I"
J. "Code of ethics"
K. Hazard
L. "Priority III"
M. Disaster

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT VI

PART III - MATCHING

	A	B	C	D	E	F	G	H	I	J	K	L	M
49.	0	0	0	0	0	0	0	0	0	0	0	●	0
50.	0	0	0	0	0	0	0	0	●	0	0	0	0
51.	0	0	0	0	0	0	0	●	0	0	0	0	0
52.	0	0	0	●	0	0	0	0	0	0	0	0	0
53.	0	0	0	0	0	●	0	0	0	0	0	0	0
54.	0	0	0	0	0	0	0	0	0	0	0	0	●
55.	0	0	0	0	0	0	●	0	0	0	0	0	0
56.	0	0	0	0	0	0	0	0	0	●	0	0	0
57.	0	●	0	0	0	0	0	0	0	0	0	0	0
58.	0	0	●	0	0	0	0	0	0	0	0	0	0
59.	0	0	0	0	0	0	0	●	0	0	0	0	0
60.	0	0	0	●	0	0	0	0	0	0	0	0	0
61.	0	0	0	0	0	0	0	0	0	●	0	0	0
62.	0	0	0	0	0	0	0	0	0	0	0	0	●
63.	0	●	0	0	0	0	0	0	0	0	0	0	0
64.	0	0	0	0	0	●	0	0	0	0	0	0	0
65.	0	0	●	0	0	0	0	0	0	0	0	0	0
66.	0	0	0	0	0	0	0	0	0	0	0	●	0
67.	0	0	0	0	●	0	0	0	0	0	0	0	0
68.	0	0	0	0	0	0	●	0	0	0	0	0	0

UNIT VI

PART IV - COMPLETION

Directions: Each of the statements below contains a blank at or near the end of the statement. You are to supply the missing word or words. MARK ONLY ON THE ANSWER SHEET.

69. The greatest danger in any fire is ________________.

70. The first aid station is located in the ________________.

71. During a disaster, the main center of communication will be the ____________________________.

72. In case of a fire, you will close all __________ and ___________.

73. If a patient were receiving oxygen, the sign you would place on the door would read _________________.

74. When oxygen is in use, you would remove all __________________ equipment from the room.

75. Water should be used on _______________ types of fires.

76. Report all accidents to your ____________________.

77. All patients who are elderly, senile, or confused, should have bed rails __________ at all times.

78. When working with patients, to prevent personal injury, you would maintain good ____________________.

79. In case of fire, the kinds of equipment to be turned off in a patient's room are all ______________ and _____________.

80. The first patients to be removed from their rooms are those who are ______________________ the fire.

81. Until other equipment is available, you may use ______________ and ___________________ to smother a fire.

82. You should report all frayed electrical equipment or wiring to the ____________________.

83. Oxygen therapy is administered to provide oxygen in cases of ______________________ and __________________.

84. The sign to be placed on the door when a patient is receiving oxygen reads________________________________.

85. When oxygen is in use, the retaining straps around the head are to be placed above or just below the ________________.

86. When you leave the room, the bed should be in __________________ position.

87. To prevent fatigue and strain when carrying out procedures, use good ______________________.

88. The usual rate of oxygen flow is ______ to ________ liters.

89. Report to the team leader, signs of cyanosis, dyspnea or ___________.

90. To prevent excessive moisture in the oxygen mask, a light application of ___________________ is helpful.

91. Never use ____________ blankets when patient is in oxygen.

92. Oxygen is ____________ than air.

93. Insufficient oxygen in the blood is called ________________.

94. When oxygen is in use, don't wear undergarments made of __________.

95. When oxygen is in use, we should remove all _____________ equipment from the unit.

96. IPPB may be done by an experienced nurse assistant who has been given special _____________________.

97. When caring for patients, hands should be washed ________ and _________.

98. Be alert to the mental condition of all patients. This may prevent ___________________ injury.

Code No.____________________

Name____________________

Score____________________

ANSWER SHEET - UNIT VI

PART IV - COMPLETION

69. panic
70. emergency room
71. switchboard
72. doors
    windows
73. no smoking
74. electrical
75. group A
76. charge nurse
77. up
78. body mechanics
79. electrical
    oxygen
80. nearest
81. blankets
    sheets
82. engineering department
83. cyanosis
    dyspnea
84. no smoking
85. ears
86. low
87. body mechanics
88. 8 to 10 liters
89. decreased respirations
90. powder
91. wool
92. heavier
93. anoxemia
94. nylon
95. electrical
96. on-the-job training
97. before and after
98. personal injury

UNIT VI

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. For full credit, answer the question in terms of the guidelines listed. MARK ONLY ON THE ANSWER SHEET. (5 points)

99.-101. Discuss safety factors involved in the use of oxygen by catheter.

A. Equipment to be obtained from Central Supply.

B. Equipment that cannot be used around oxygen.

C. Conditions to be reported to team leader.

102.-104 Discuss the duties of the nursing assistant in the disaster plan at your hospital.

A. Disaster situations.

B. Hospital response.

C. Notification and communication.

105.-107. Discuss the fire evacuation plan for your hospital.

A. Which patients would you evacuate first and in what order?

B. Which stairway is to be used for which patients?

C. Where are you to take patients when "out of hospital?"

108.-110. Discuss the different types of fire extinguishers and their uses.

A. Name the three (3) fire extinguishers.

B. Give the color code for each fire extinguisher.

C. Tell the different types of fires each extinguisher is used on.

UNIT VI

PART V - ANSWER SHEET

99.-101. A. Equipment needed: 1. Gauge 2. Humidifier 3. Distilled water 4. Catheter 5. Water soluble jelly 6. Adhesive tape 7. Cotton blanket

B. Equipment that cannot be used: 1. Electrical appliances 2. Wool or nylon 3. Vaseline for lubrication

C. Conditions to be reported: 1. Cyanosis 2. Dyspnea 3. Interrupted O2 flow 4. Respiratory embarassment 5. Cheyne-stokes respirations

102.-104. A. Disaster situations: 1. Internal-casualties, such as fire, etc. within hospital 2. External, minor local casualties 3. External, major large number

B. Hospital response: 1. Evacuation of patients 2. Expand treatment areas 3. Dispatch supplies as ordered by team leader

C. Notification and communication: 1. Report to administration first 2. Report to supervisor 3. Obtain needed equipment as ordered

105.-107. A. Remove all patients in the room: beginning with the one located nearest the door.

B. Rooms from #1 through #14 are to use East stairway

Rooms #15 through #30 are to use Central stairway

Rooms #31 through #44 are to use West stairway

C. Once out of hospital, take to Carlton Terrace, where they will receive the necessary nursing care.

108.-110. A. (CO2) Red, use on Group C fires which are grease or electrical in nature.

B. (Ca Cl) Silver, use on Group B fires which are paper, wood, cloth, etc.

C. Silver or white water hose, use on Group A fires, which are paper, wood, cloth, and general combustible fires.

UNIT VI

PART VI - OBJECT TEST

111. **Directions:** Demonstrate the use of the yellow, dry, chemical used on burning liquids for smothering action. This performance will be done at the loading dock on second floor. (5 points)

112. **Directions:** This station has been set up with a sixty-five year old male patient, who has congestive heart failure. His vision is impaired, and he is showing signs of senility. After you have observed the room for a full five (5) minutes, list what is unsafe about each of the following: (5 points)

A. bed.
B. floor.
C. wheelchair.
D. oxygen in use.
E. bedside table.

UNIT VI

PART VI - ANSWER SHEET

111. Yellow, dry chemical: Carry red extinguisher or yellow, dry chemical to fire, pull the metal pin ring, release horn and grasp by the insulated handle. Direct horn at base of fire. Get within 6-8 feet. Squeeze handle.

112. A. BED 1. Bedrails in down position. 2. Call bell out of reach. 3. Crank left in "up" position.

B. FLOOR 1. Spills not cleaned up.
2. Furniture in walkway.

C. WHEELCHAIR 1. Broken footrest.
2. Wheels not locked.

D. OXYGEN IN USE 1. Matches and cigarettes on bedside table.
2. Wool blanket on bed.

E. BEDSIDE TABLE 1. Out of patient's reach.
2. Cluttered.

UNIT VII - BODY SYSTEMS AND DISORDERS

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A B C D E
O O ● O O (This indicates choice "C" was chosen)

1. To prevent decubitus ulcers, the patient should:

A. be positioned frequently.
B. be handled gently.
C. have special skin care, be positioned frequently and the bed linens should be free of wrinkles.
D. have bed changed every other day.
E. be put in a chair twice a day.

2. When caring for a patient with a catheter, remember:

A. the drainage bag must be lower than the bladder.
B. the drainage bag may rest on the floor.
C. the drainage tube is not in the bladder, so one does not have to worry about contamination.
D. if the drainage bag is full, you must not empty it before your shift is up.
E. the drainage bag should hang on back on chair when patient is sitting up.

3. A patient who has a gastric ulcer may:

A. have a coke for lunch.
B. suffer from burning pain about 2 hours after eating.
C. not improve with a bland or sippy diet.
D. be the type of patient not to worry about everyday life problems.
E. only be treated by surgical methods.

4. When caring for a patient who is having convulsions, you should remember:

   A. to prevent injury and help keep the airway open.
   B. the tongue depressant need not be padded.
   C. to always restrain the patient to prevent injury.
   D. to move furniture so patient will not injure himself.
   E. call for help immediately.

5. In caring for a diabetic, it is important to remember:

   A. that urine tests do not have to be done on time.
   B. the patient's diet, insulin and exercise are considered in treating the patient.
   C. extra sugar may be added to orange juice if the patient is thirsty.
   D. diabetics have tough skin so their skin care does not have to be done as often as cardiac patients.
   E. to keep orange juice on bedside table.

6. When giving a soap suds enema remember to:

   A. explain procedure to the patient.
   B. insert rectal tube approximately six (6) inches.
   C. have water at 110-115° F.
   D. have patient lie on his right side.
   E. take the patient to the bathroom.

7. The tube leading from the bladder to the outside of the body is called the:

   A. urea.
   B. uretheral meatus.
   C. ureter.
   D. urethra.
   E. urinary meatus.

8. The skeleton has many functions, among these are:

   A. support, movement, shape, protection.
   B. walking, running, bending.
   C. extension and rotation.
   D. fractures, arthritis, bursitis.
   E. abduction and adduction.

9. The skin has different receptors of sensation that are able to sense:

   A. sunlight.
   B. sound and sight.
   C. heat, cold, pain, touch, and pressure.
   D. sweat, goose pimples, chills, and oil.
   E. vibrations.

10. The eye and camera are comparable, since each has/have a:

   A. lens.
   B. iris.
   C. optic nerves.
   D. pupil.
   E. retina.

11. The ovaries produce:

A. seminal fluid.
B. blood and serum.
C. female hormones and ova.
D. vaginal discharge.
E. sperm.

12. Fractures of infants and children are sometimes incomplete. These fractures are called:

A. simple.
B. greenstick.
C. compound.
D. twisted.
E. comminuted.

13. What color is normal spinal fluid?

A. Dingy yellow.
B. Dingy gray.
C. Red.
D. Brown.
E. Clear.

14. Which of the following arteries is located at the wrist?

A. Carotid.
B. Radial.
C. Temporal.
D. Brachial.
E. Femoral.

15. What is meant by an organ or body part being posterior?

A. Toward the front side.
B. Toward the back side.
C. Toward the head.
D. Toward the feet.
E. Near the surface.

16. What is the name of the tissue that expands and contracts and that helps to hold the bones and organs in place?

A. Connective.
B. Epithetial.
C. Muscular.
D. Nerves.
E. Skin.

17. What is the basic building unit of all living matter?

A. Protoplasm.
B. System.
C. Organ.
D. Cell.
E. Tissue.

18. Which body system controls movements of the body?

A. Muscular.
B. Skeletal.
C. Nervous.
D. Circulatory.
E. Respiratory.

19. What is the main purpose of the flat bones?

A. Provide structure for the body.
B. Move body parts.
C. Give shape to the body.
D. Protect body organs.
E. Make blood cells for the body.

20. What is a function of the skeletal muscles?

A. Move materials through body passages.
B. Expel materials from body organs.
C. Control the action of the heart.
D. Provide structure for the body.
E. Move body parts.

21. What type of movement occurs when you bend your elbow?

A. Flexion.
B. Extension.
C. Abduction.
D. Adduction.
E. Rotation.

22. Which blood vessels carry fresh blood away from the heart?

A. Arterioles.
B. Arteries.
C. Veins.
D. Venules.
E. Capillaries.

23. What is the name of the artery most often used for taking the pulse?

A. Carotid.
B. Femoral.
C. Temporal.
D. Radial.
E. Brachial.

24. What is the primary organ of respiration?

A. Lungs.
B. Bronchi.
C. Trachea.
D. Pharynx.
E. Nostrils.

25. What is the type of respiration called when the patient makes abnormal noises like snoring when he breathes?

A. Cheyne-Stokes.
B. Irregular.
C. Shallow.
D. Abdominal.
E. Stertorous.

26. Which of the following factors would cause a decrease in the B/P?

A. Arteriosclerosis.
B. Pain.
C. Heart failure.
D. Brain injuries.
E. Fear and worry.

27. Which of the following organs are found in the thoracic region of the body?

A. Liver.
B. Stomach.
C. Larynx.
D. Trachea.
E. Lungs.

Code No.____________________

Name____________________

Score____________________

UNIT VII

PART I - ANSWER SHEET

	A	B	C	D	E		A	B	C	D	E
1.	○	○	●	○	○	15.	○	●	○	○	○
2.	●	○	○	○	○	16.	○	○	●	○	○
3.	○	●	○	○	○	17.	○	○	○	●	○
4.	●	○	○	○	○	18.	●	○	○	○	○
5.	○	●	○	○	○	19.	○	○	○	●	○
6.	●	○	○	○	○	20.	○	○	○	○	●
7.	○	○	●	○	○	21.	●	○	○	○	○
8.	○	●	○	○	○	22.	○	●	○	○	○
9.	○	○	●	○	○	23.	○	○	○	●	○
10.	●	○	○	○	○	24.	●	○	○	○	○
11.	○	○	●	○	○	25.	○	○	○	○	●
12.	○	●	○	○	○	26.	○	○	●	○	○
13.	○	○	○	○	●	27.	○	○	○	○	●
14.	○	●	○	○	○						

UNIT VII

PART II - TRUE - FALSE

Directions: Some of the following statements are true and some are false. If the statement is true, darken the circle representing the "T" on the answer sheet and do no more. If the statement is false, fill in the circle representing "F" on the answer sheet AND DO TWO MORE THINGS.

1. In blank (a) on the answer sheet, write the word or group of words which makes the statement false.
2. In blank (b) on the answer sheet, place the word or group of words which should be substituted for (a) to make the statement true. DO NOT USE WORDS WHICH ARE UNDERLINED.

Example:

The American flag is red, white, and green.
T F
○ ●
A. Green
B. Blue

28. Anatomy is the science or study of the function of the human body.

29. The area where bones are connected together by ligaments is called a joint.

30. The inflammation of a joint that causes pain, swelling, heat and redness is osteoporosis.

31. A muscular contracture is a sudden, violent, involuntary muscular movement which lasts a short time.

32. Amputation means cutting off of a body part by accident or surgery.

33. Food is changed into a form that the body can use in the circulatory system.

34. Urine passes from the kidneys through the urethra to the bladder.

35. A fracture is a break in a bone.

36. The extremities include the arms, legs, hands and feet.

37. Hemiplegia is paralysis on one entire side of the body.

Directions: Some of the following statements are true and some are false. If the statement is true, circle the "T", at the left side of the statement. If the statement is false, circle the "F", at the left side of the statement.

38. T F Digestion is the process by which food is made into simple forms.

39. T F Perspiration is the process of throwing off excess water and salt waste.

40. T F The skeleton can move without muscles aiding in the function.

41 T F All breaks must be completely broken in two before they are considered fractures.

42. T F Red blood cells carry oxygen to body tissues and germs away from them.

43. T F Cyanosis means the patient is not receiving enough oxygen.

44. T F If untreated, syphilis could cause death.

45. T F Venereal disease strikes both men and women.

46. T F PAP smears are done to detect cancer in all patients.

47. T F The radius bone at the elbow allows the arm to bend.

Code No. ____________

Name ____________

Score ____________

UNIT VII

PART II - ANSWER SHEET

28. T F
○ ●
(a) Function
(b) Structure

29. T F
● ○
(a) ____________
(b) ____________

30. T F
○ ●
(a) Osteoporosis
(b) Arthritis

31. T F
○ ●
(a) Muscular contraction
(b) Muscle spasm

32. T F
● ○
(a) ____________
(b) ____________

33. T F
○ ●
(a) Circulatory
(b) Digestive

34. T F
○ ●
(a) Urethra
(b) Ureter

35. T F
● ○
(a) ____________
(b) ____________

36. T F
● ○
(a) ____________
(b) ____________

37. T F
● ○
(a) ____________
(b) ____________

38. True

39. True

40. False

41. False

42. False

43. True

44. True

45. True

46. False

47. False

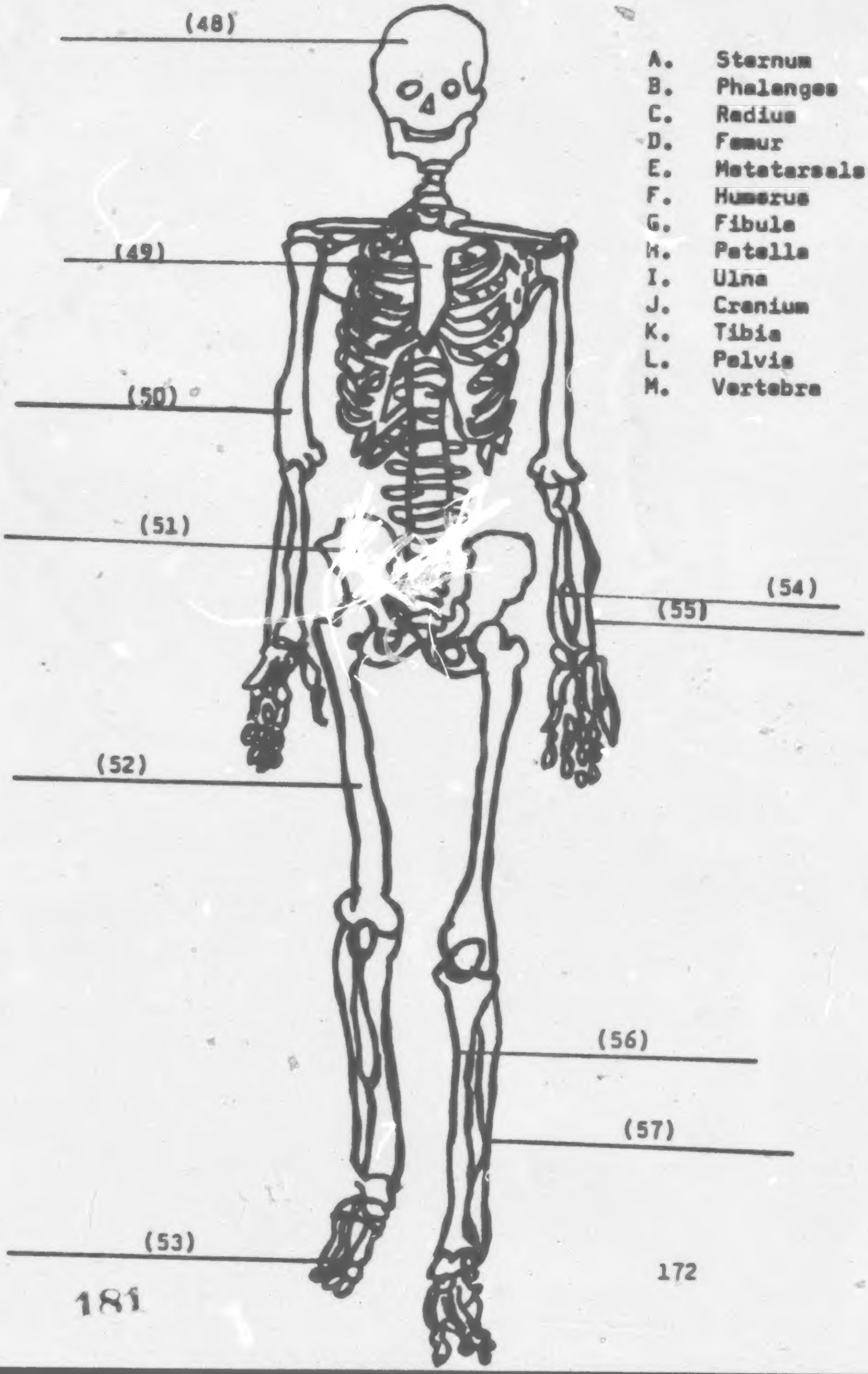
UNIT VII

PART III - MATCHING

Directions: Match the bones listed in the left column with the lines drawn from the bones of the skeleton on the right-hand side of the paper. You are to darken the circle which represents your selection on the answer sheet. DO NOT MARK ON THE TEST. You can use an item only once.

EXAMPLE:

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1.	○	○	○	●	○	○	○	○	○	○	○	○	○	(This indicates that D was chosen).



A. Sternum
B. Phalanges
C. Radius
D. Femur
E. Metatarsals
F. Humerus
G. Fibula
H. Patella
I. Ulna
J. Cranium
K. Tibia
L. Pelvis
M. Vertebra

Directions: Match Column I with Column II. Blacken the circle under the identifying letter of the correct answer:
DO NOT MARK ON THIS TEST.

Column I

58. Ovum
59. Edema
60. Liver
61. Gluteus maximus
62. Larynx
63. Break in a bone
64. Optic nerve
65. Flushed face
66. Colon
67. Epidermis

Column II

a. Fracture
b. Carry visual impulses to brain
c. Large intestine
d. Collection of fluid in the tissues
e. Manufacture bile
f. Outer layer of skin
g. Buttock muscle
h. Female sex cell
i. Raised spots with pus
j. Redness
k. Voice box
l. Produces insulin
m. Disappears with maturity

Code No.____________________

Name____________________

Score____________________

UNIT VII

PART III - MATCHING

	A	B	C	D	E	F	G	H	I	J	K	L	M
48.	○	○	○	○	○	○	○	○	○	●	○	○	○
49.	●	○	○	○	○	○	○	○	○	○	○	○	○
50.	○	○	○	○	○	●	○	○	○	○	○	○	○
51.	○	○	○	○	○	○	○	○	○	○	○	●	○
52.	○	○	○	●	○	○	○	○	○	○	○	○	○
53.	○	●	○	○	○	○	○	○	○	○	○	○	○
54.	○	○	○	○	○	○	○	○	●	○	○	○	○
55.	○	○	●	○	○	○	○	○	○	○	○	○	○
56.	○	○	○	○	○	○	○	○	○	○	●	○	○
57.	○	○	○	○	○	○	●	○	○	○	○	○	○

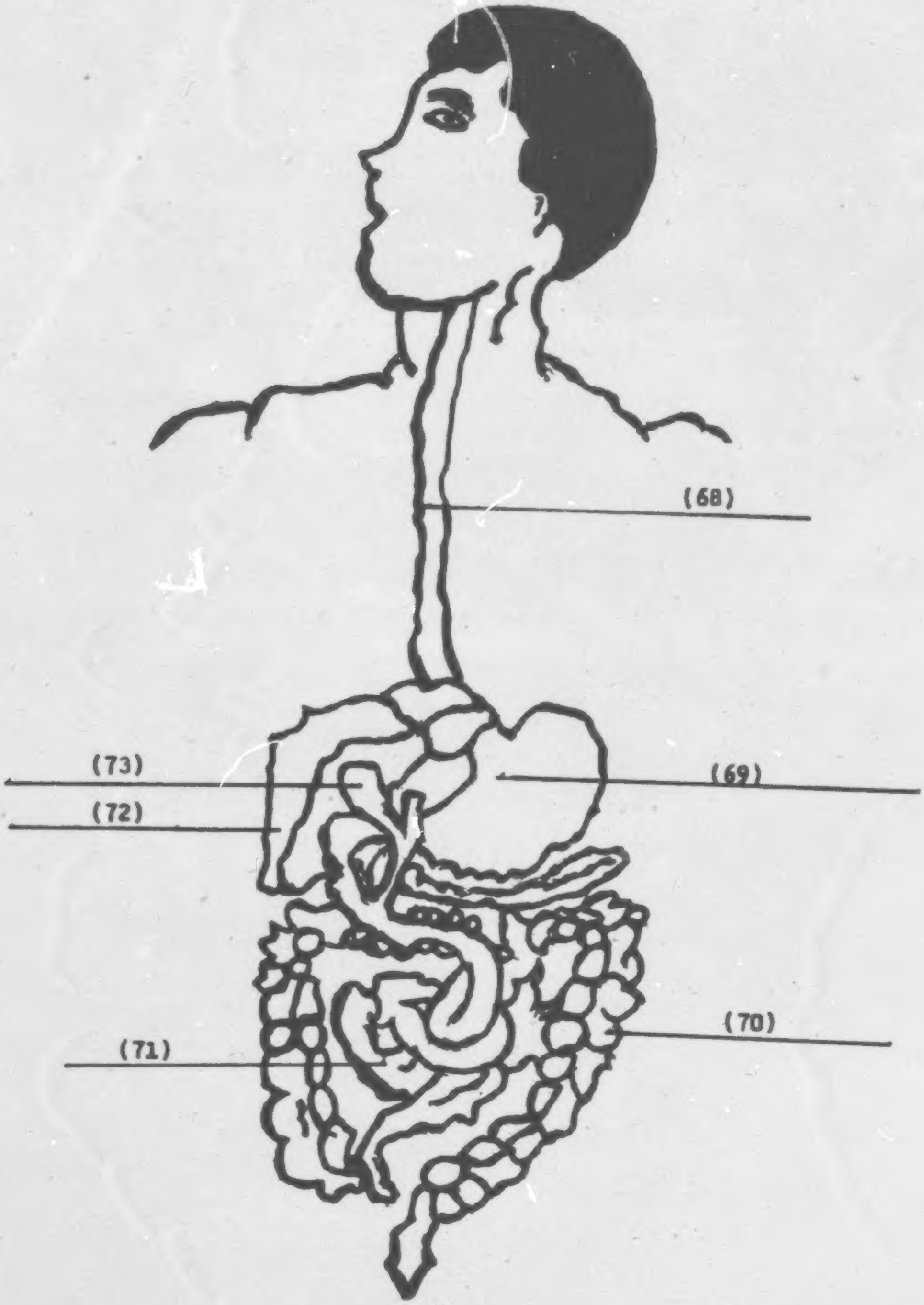
	A	B	C	D	E	F	G	H	I	J	K	L	M
58.	○	○	○	○	○	○	○	●	○	○	○	○	○
59.	○	○	○	●	○	○	○	○	○	○	○	○	○
60.	○	○	○	○	●	○	○	○	○	○	○	○	○
61.	○	○	○	○	○	○	●	○	○	○	○	○	○
62.	○	○	○	○	○	○	○	○	○	○	●	○	○
63.	●	○	○	○	○	○	○	○	○	○	○	○	○
64.	○	●	○	○	○	○	○	○	○	○	○	○	○
65.	○	○	○	○	○	○	○	○	○	●	○	○	○
66.	○	○	●	○	○	○	○	○	○	○	○	○	○
67.	○	○	○	○	○	●	○	○	○	○	○	○	○

UNIT VII

PART IV - COMPLETION

Directions:

68.-73. Label the organs of structure of the digestion system which have lines drawn from them. Put the name of the organ with the corresponding number on the answer sheet.



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UNIT VII

PART IV - COMPLETION

Directions: Each of the statements below contains a blank at or near the end of the statement. You are to supply the missing word. **Write your answer on the answer sheet only.**

74. A physical or mental characteristic present in a person at birth is called _____________________.

75. A limb bent in a fixed position is called a _____________________.

76. A disease that develops when the body cannot change sugar into energy is _____________________.

77. The group of organs that enable the body to move, make up the _____________________ system.

78. The group of organs that carry out digestion makes up the _____________________ system.

79. The proper name for the windpipe is _____________________.

80. The bone and the body area around the bone located at the lower end of the spine is called the _____________________.

81. The long bone in the thigh is the _____________________.

82. The bone from which bone marrow is usually taken for testing is the _____________________.

83. All living cells must have a ______________, ________________ and ________________ in order to carry on life processes.

84. Organs grouped together to perform a special function of the body are called a ________________.

85. Red blood cells are produced in the ____________________ of the bones.

86. Muscles contact with the nervous system by ______________________, which make the muscles ready for action.

87. Oxygenated blood is ___________ in color; while blood containing carbon dioxide is _______________.

88. Running will _______________ your respiration.

89. The process of changing food from solid form into simple forms to be used by the body is called ________________.

90. The pancreas secretes a juice called _________________, which aids in digestion of sugars.

91. The ________________ is a storage place for urine until it becomes uncomfortable and must be voided.

92. The union of ovum and sperm is called ________________.

93. Painful menstruation is referred to as _______________.

94. The pituitary gland is referred to as the ____________.

95. The spinal cord is protected by the _______________.

96. Sensation receptors found in the skin are those for _____________, cold, ______________ and ________________.

97. A healthy diet should include the __________________ food groups.

Code No.____________________

Name____________________

Score____________________

UNIT VII

PART IV - ANSWER SHEET

68. esophagus
69. stomach
70. large instestine
71. small intestine
72. liver
73. gallbladder
74. congenital
75. contracture
76. diabetes
77. muscular
78. digestive
79. trachea
80. sacrum
81. femur
82. sternum or breastbone

Code No.____________________

Name____________________

Score____________________

UNIT VII

PART IV - ANSWER SHEET

83. nucleus, cytoplasm, cell membrane
84. system
85. red marrow
86. motor nerves
87. bright red, purplish-blue
88. increase
89. digestion
90. insulin
91. bladder
92. conception
93. dysmenorrhea
94. master gland
95. vertebrae
96. touch, heat, pain
97. basic four

UNIT VII

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. For full credit, answer each question in terms of the guidelines listed. Place all answers on the answer sheet.

98.-103. Discuss the urinary system in terms of the following guidelines. (6 points)

A. Define the urinary system.

B. List four organs of the urinary system.

C. Describe primary function of each organ.

104.-110. Discuss a decubitus ulcer in terms of the following guidelines. (7 points)

A. Define Decubitus ulcer.

B. List three causes.

C. Give three methods of prevention.

111. 1. Describe the nursing care and preventative measures to prevent decubitus ulcers. Your answer must include at least five steps and a description of each. (5 points)

112. DIRECTIONS: The following questions are to be answered in completed statements. (5 points)

2. Where is the heart located? ______________________

____

____.

What is its size? ______________________________

____.

Describe the heart's function.

List its helpers in circulation of the blood.

UNIT VII

PART V - ANSWER SHEET

98.-103 A. Definition The system which removes waste products from the blood and excretes them from the body.

B. Four Organs:

1. kidney
2. ureter
3. bladder
3. urethra

C. Function of each organ: Kidney: removes waste products from the blood and concentrates them in the urine. Ureter: tube through which urine passes from the kidney to the bladder. Bladder: stores urine. Urethra: passageway out.

104.-110. A. Definition A sore which develops when the circulation of the blood to the skin is cut off and it dies.

B. Three Causes:

1. Wrinkled sheet
2. Poor circulation
3. Lack of movement

C. Prevention:

1. Change patient's position every two hours.
2. Make tight wrinkle-free bed.
3. Use a sheepskin

111. 1. Good Nursing care and prevention of decubitus include:

A. Position change Q 2 H.
B. Linen free from wrinkles, crumbs and hard objects.
C. Bony areas - knees, heels, shoulders, sacrum and pelvis - massage often with rubbing solution.
D. Baths: bathe frequently, use talcum powder on friction areas.
E. Pressure: relieve by soft donuts and sheep skin.

112. 2. The heart is located between the lungs and diaphragm. It is about the size of your fist. Its function is to pump or circulate blood into the lungs and body tissue; transporting food and oxygen and picking up waste products.

Its helpers in circulation are the arteries, veins, capillaries, plasma and different types of blood cells.

UNIT VII

PART VI - OBJECT TEST

Directions:

For each of the numbered items on this answer sheet, there is a corresponding station in the lab. When given the signal, go directly to the station that has been assigned to you. Observe the items which have numbers on them and fill in the blank with name of items corresponding to the number on the answer sheet. When the signal is given, advance to the next numbered station and name the items which are numbered. DO NOT ADVANCE UNTIL THE SIGNAL IS GIVEN.

You may move any of the parts of the torso or skeleton if you need to, but, put them back in their proper place when you have finished.

I. Name the numbered areas on the heart model.

1. Right atrium
2. Right ventricle
3. Left atrium
4. Left ventricle
5. Septum
6. Aorta
7. Pulmonary artery

II. Name the numbered organs on the human torso.

8. Lungs
9. Heart
10. Liver
11. Gallbladder
12. Stomach
13. Large intestine
14. Small intestine
15. Bladder
16. Pancreas
17. Brain

III. Name the numbered bones on the skeleton.

18. Sternum

19. Vertebrae

20. Sacrum

21. Humerus

22. Radius

23. Femur

24. Cranium

25. Tibia

26. Patella

IV. Label the following numbers from Fig. D on the wall chart of the eye.

27. Pupil

28. Iris

30. Cornea

V. What other equipment will you need to collect a routine urine specimen.

31. Urine specimen bottle

32. Bedpan or urinal

UNIT VIII - BASIC SKILLS

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A	B	C	D	E	
○	○	●	○	○	(This indicates choice "C" was chosen)

1. The artery most often used for taking the pulse is the:

A. temporal.
B. femoral.
C. dorsalis pedis.
D. radial.
E. common carotid.

2. The first sound heard when taking a blood pressure is:

A. venous pressure.
B. systolic pressure.
C. diastolic pressure.
D. pulse pressure.
E. brachial pressure.

3. The thermometer is correctly placed in the patient's mouth by putting it:

A. under the tongue.
B. at the side of the tongue.
C. under his cheek and teeth.
D. on top of his tongue.
E. in front on his teeth.

4. When a patient has just finished a cooling drink, it is best to:

A. wait 15 minutes to take a temperature.
B. take the temperature as soon as possible, since the mouth is moist.
C. omit the temperature until next time temperatures are regularly taken.
D. take the temperature by axilla.
E. give the patient a warm drink to counteract the cold, then take the temperature.

5. In collecting a 24-hour specimen (quantitative) of urine, the urine voided at 0700 the first morning is:

A. added to the total specimen.
B. sent to the lab as a separate specimen.
C. saved in a separate container.
D. simply discarded.
E. tested for sugar and acetone.

6. A sputum specimen is material which is collected from the:

A. mouth.
B. nose.
C. chest.
D. salivary glands.
E. esophagus.

7. The amount of urine sent to the lab for a single specimen is:

A. 10 - 20 cc's.
B. 50 - 100 cc's.
C. 120 - 150 cc's.
D. 200 - 300 cc's.
E. none of the above.

8. A substance not found in normal urine is:

A. casts.
B. albumin.
C. mucus.
D. epithelial cells.
E. all of the above.

9. A Clinitest is a test on urine for the presence of:

A. pus.
B. casts.
C. sugar.
D. acetone.
E. sperm.

10. To take an axillary temperature, you should hold the thermometer in place for a period of:

A. one (1) minute.
B. two (2) minutes.
C. five (5) minutes.
D. ten (10) minutes.
E. three (3) minutes.

11. In taking blood pressure after the brachial pulse is located and the ball of the stethoscope is in place, air is pumped into the cuff until the indicator reads:

A. 100 mm.
B. 110 mm.
C. 150 mm.
D. 200 mm.
E. 300 mm.

12. The pulse of an adult male patient is 72 beats per minute. You realize this rate is:

A. too fast and must be reported.
B. too slow and must be reported.
C. about average for an adult.
D. about average for a young child.
E. in a range which must be repeated.

13. When measuring intake, 4½ ounces of coke would be equal to:

A. 105 cc's.
B. 135 cc's.
C. 75 cc's.
D. 200 cc's.
E. 120 cc's.

14. What should you do if you discover bright red areas in the feces when you take a bedpan from a patient?

A. Tell the patient.
B. Notify your head nurse immediately.
C. Call the patient's doctor.
D. Dispose of the feces.
E. None of the above.

15. Before taking a patient's temperature, shake the thermometer down to:

A. 70° F.
B. 85° F.
C. 95° F.
D. 98° F.
E. 97° F.

16. Low back strain and other muscle strains are the result of:

A. poor body alignment or movements.
B. someone else's carelessness.
C. lifting a heavy object.
D. weakness of your own muscles.
E. caring for a helpless patient.

17. The basic equipment in a patient unit includes:

A. wash basin, I.V. pole and I.V. fluids.
B. wash basin, emesis basin and bed pan.
C. enema tray, bedpan and emesis basin.
D. dressing cart, wash basin and sterile gloves.
E. wheelchair, pillows and bed.

18. Upon entering a patient's room, you find all of the following conditions. Which one should you deal with first?

A. The bed pan is sitting in the chair.
B. The wastebasket is full and running over.
C. Flower petals are scattered on the floor.
D. Juice has been spilled on the bedside table.
E. The bedspread and top sheet are untidy.

19. Cut flowers have arrived from the florist for a patient. It is nice to do all of the following things, but which one is essential?

A. Let the patient see or unwrap the package.
B. See that the patient gets the enclosed card.
C. Let the patient arrange the flowers.
D. Arrange the flowers in a vase.
E. Remove the leaves that will be under water.

20. Soiled linen should be removed from the bed one piece at a time because:

A. it must be put in the laundry hamper separately.
B. each piece has to be shaken.
C. it must be folded very exactly, hem to hem.
D. it must be inspected for tears.
E. it must be inspected for the patient's belongings.

21. It is desirable to leave tucks in the top covers, over the patient's feet. This is especially important if the patient:

A. is as tall as the bed is long.
B. cannot move his legs easily.
C. is obese.
D. is restless.
E. has large feet.

22. Which one of the following points is most important?

A. The top sheet is turned back over the spread in a six inch cuff.
B. The bottom sheet (and the drawsheet) is smooth and tight.
C. The seam of the pillowcase is toward the top of the bed.
D. The open end of the pillowcase is away from the door.
E. The sheet does not show on the front side below the bedspread.

23. Muscles need fuel to provide the energy for their movements. Which statement does not describe the nature of the fuel used by the body?

A. Oxygen releases the fuel's energy.
B. The fuel comes from the waste products in the blood.
C. Fuel is delivered by the circulatory system.
D. Energy is provided by the sugar called glucose.
E. Sugar is obtained from the digestion of food.

24. Movement of the body occurs:

A. in the long bones.
B. where tendons are attached.
C. at the movable joints.
D. where bones are stimulated by nerves.
E. at the immovable joints.

25. A person who is "sway back" or has a greater curve in his back may have:

A. less fatigue when working.
B. decreased strain on the backbone.
C. uneven pressure on intervertebral discs.
D. increased shock absorber effect of the spine.
E. a figure that is easy to fit with clothes.

26. The surface of the palm of the hand is referred to as:

A. anterior.
B. midline.
C. posterior.
D. lateral.
E. dorsal.

27. Setting the muscles for action does all of the following, except:

A. causes the muscle to be tense.
B. helps to distribute the work over many muscles.
C. decreases the work load for any one muscle.
D. protects ligaments, joints and muscles from strain.
E. decreases body balance.

28. Good posture will result in all of the following, except:

A. little or no strain on the muscles.
B. good balance.
C. good coordination.
D. unnecessary motion which wastes energy.
E. a smooth, flowing and easy walking rhythm.

29. Hospital beds can be adjusted to assist the patient in all of the following positions, except:

A. fowler's.
B. trendelenburg.
C. upright.
D. hyperextension.
E. contour.

30. The correct procedure for making an unoccupied bed includes:

A. stand at an angle to your working area.
B. make one side of the bed before going to the other side.
C. make the center of the bed before going to the head or foot.
D. walking around the bed several times.
E. tucking the bottom sheet in at head and foot.

31. Which one of the following would be the most accurate definition of First Aid?

A. The immediate and complete care given an accident victim.
B. The temporary care given an accident victim.
C. The initial care given an accident victim in the emergency room.
D. The care given a victim by a physician.
E. The immediate and temporary care given until regular services can be obtained.

32. The least accurate statement regarding the importance of giving immediate first aid is:

A. it contributes to the victim's feeling of "well being."
B. the good first aider knows what to do and what not to do.
C. immediate care may save a life by stopping bleeding.
D. first aid is dangerous unless one has written guidelines to follow.
E. immediate first aid may prevent infection of a wound.

33. The most important thing to remember when giving emergency care is:

A. have a reason for what you do.
B. find all of the injuries.
C. don't expose body parts in public.
D. give first aid to minor as well as major injuries.
E. try to rouse an unconscious person.

34. Six signs of shock to watch for are:

A. eyes vacant and lack luster, pupils dilated, breathing shallow and irregular, pulse weak or absent, skin pale, cold, and moist, and nausea.
B. Eyes bright, breathing deeply, pulse pounding, skin flushed, slow pulse.
C. pupils constricted, breathing deep and irregular, skin cold and blue, pulse weak and rapid, nausea.
D. restless, talking loudly, extremities jerking, ringing in the ears, nausea, headache.
E. eyes lack luster, pupils of unequal size, headache, skin cold and blue, breathing and pulse irregular.

35. Which of the following would least likely need artificial respiration administered as a life saving device?

A. Electric shock victim.
B. Drowning.
C. Overdose of respiratory depressing drugs.
D. Victim of choking.
E. Ingestion of household poisons.

36. The first step in the administration of first aid to any unconscious person is:

A. keep the victim lying flat.
B. locate injuries.
C. stop bleeding.
D. clear the airway.
E. administer artificial respiration.

37. Effective first aid must be quick first aid with poisoning by mouth because:

A. once the substance passes into the intestine, it will be absorbed.
B. the victim can tell you the kind of poison before symptoms develop.
C. fluids can be administered.
D. you must first obtain medical advice, before giving first aid.
E. once the victim recovers, the incident is minimized and prevents emotional trauma.

38. When one is attempting to rescue a drowning person, which of the following would be the least correct procedure?

A. If victim is near side of pool, lie down and extend a hand or foot to him.
B. If too far from shore, swim in after him, letting him grasp you around the waist as you swim back to safety.
C. Try to avoid going into water over your head.
D. If a boat is available, row to the victim.
E. Call for assistance.

39. Which of the following is a good method to use for the control of bleeding?

A. Pressure below the wound.
B. Pressure over the wound.
C. Tourniquet.
D. Lower the wounded area below heart level.
E. Keep the wounded area flat.

40. Which of the following would be considered good practice in giving first aid to pain in the abdomen?

A. Administer a laxative if the victim is constipated.
B. Give antacid.
C. Apply heat.
D. Give liquids at room temperature.
E. Obtain medical attention, placing an ice bag over the abdomen to relieve discomfort.

41. In case of an animal bite, the least accurate with respect to first aid would include:

A. wash the wound to remove saliva.
B. apply a sterile dressing.
C. apply a tourniquet above the bite.
D. consult a physician at once.
E. keep the animal under constant observation for signs of rabies.

42. The most important thing to remember in giving first aid to the victim with a fracture is:

A. apply heat to relieve pain.
B. position the area on pillow.
C. keep the fractured part elevated.
D. apply splint before moving.
E. if bones are overriding, splinting should not be done.

43. The knot of a triangle bandage, that is being used as an arm sling, should be placed:

A. at the back of the neck.
B. at the side of the neck, on the affected side.
C. under elbow.
D. where it is most comfortable to the victim.
E. at the side of the neck on the unaffected side.

44. Which of the following does not indicate a condition of physical comfort?

A. A clean body.
B. Good posture.
C. Close fitting clothes.
D. A good environment.
E. Proper body alignment when in bed.

45. Select the least accurate statement concerning tub bathing:

A. may be permitted for convalescent patients.
B. is important to guide and support the patient.
C. temperature of the bathroom should be between 75 and 80° F.
D. warm bath water may weaken a patient.
E. there is no need to check on the patient during the bath.

46. When you enter a patient's room to prepare him for surgery, the first thing you would do is:

A. open the window.
B. tell the patient what you are going to do.
C. greet the patient pleasantly by name.
D. say nothing to the patient.
E. say, "There's nothing to be afraid of."

47. On the morning of the surgery, the patient is asked to void. This should be done:

A. just before he gets his pre-operative medication.
B. just after he gets his pre-operative medication.
C. one hour before going to surgery.
D. when he first wakes up.
E. after he goes to the operating room.

48. The proper motion for brushing teeth is:

A. vigorous up and down strokes.
B. back to front strokes.
C. circular motion.
D. toward the biting edge of teeth.
E. away from biting edge of teeth.

49. During the bed bath, the temperature of the patient's room should be:

A. 62-65 degrees F.
B. 68-70 degrees F.
C. 72-75 degrees F.
D. 80-85 degrees F.
E. 90-95 degrees F.

50. During the bed bath, the patient's jewelry is:

A. held in the patient's hand.
B. placed in the narcotic locker.
C. placed in the drawer of the patient's bedside table.
D. placed in the nurse's pocket.
E. placed on top of the bedside table.

51. Care of the incontinent patient should include washing with soap and water:

A. morning and evening.
B. once daily.
C. each time she is wet or soiled.
D. three times a day and at bedtime.
E. as ordered by the physician.

52. When making an occupied bed, remember:

A. the unit need not be screened.
B. toe pleats may be omitted.
C. one side of the bottom is made at a time.
D. one complete side of the bed is made at a time.
E. a draw sheet is used to cover the patient.

53. During the patient's bath:

A. the patient is completely uncovered.
B. the bath water is changed to maintain warmth.
C. the unit is not screened.
D. the top linen remains in place.
E. the backrest remains up.

54. The biggest safety hazard to patients during a tub or shower bath is that the patient might:

A. fall.
B. be embarrassed.
C. be exposed.
D. tire.
E. get chilly.

55. A bed cradle is used primarily:

A. to allow the bed to be moved more easily.
B. to relieve pressure from the bedding.
C. as a cooling device.
D. for warmth.
E. to keep the linen clean.

56. Before giving a shampoo, it is necessary to:

A. place a bath blanket under the patient.
B. have a doctor's order.
C. order shampoo.
D. be able to get the patient up.
E. check with the patient's family.

57. A footboard is used primarily:

A. to prevent the patient from slipping down in bed.
B. as a safety device.
C. to relieve pain caused by muscle twitching.
D. to move a helpless patient up in bed.
E. to help the patient out of bed.

58. Which of the following would not indicate a need of bedside rails as additional protection?

A. Unconscious patient.
B. Confused patient.
C. A three-year-old child.
D. A diabetic patient.
E. A patient who has had eye surgery.

Code No.____________________

Name________________________

Score________________________

UNIT VIII

PART I - ANSWER SHEET

	A	B	C	D	E
1.	0	0	0	●	0
2.	0	●	0	0	0
3.	●	0	0	0	0
4.	●	0	0	0	0
5.	0	0	0	●	0
6.	0	0	●	0	0
7.	0	0	●	0	0
8.	0	●	0	0	0
9.	0	0	●	0	0
10.	0	0	0	●	0
11.	0	0	0	●	0
12.	0	0	●	0	0
13.	0	●	0	0	0
14.	0	●	0	0	0
15.	0	0	●	0	0
16.	●	0	0	0	0
17.	0	●	0	0	0
18.	0	0	●	0	0
19.	0	●	0	0	0
20.	0	0	0	0	●
21.	0	●	0	0	0
22.	0	●	0	0	0
23.	0	●	0	0	0
24.	0	0	●	0	0
25.	0	0	●	0	0
26.	●	0	0	0	0
27.	0	0	0	0	●
28.	0	0	0	●	0
29.	0	0	●	0	0

	A	B	C	D	E
30.	0	●	0	0	0
31.	0	0	0	0	●
32.	0	0	0	●	0
33.	●	0	0	0	0
34.	●	0	0	0	0
35.	0	0	0	0	●
36.	0	0	0	●	0
37.	●	0	0	0	0
38.	0	●	0	0	0
39.	0	●	0	0	0
40.	0	0	0	0	●
41.	0	0	●	0	0
42.	0	0	0	●	0
43.	0	●	0	0	0
44.	0	0	●	0	0
45.	0	0	0	0	●
46.	0	●	0	0	0
47.	●	0	0	0	0
48.	●	0	0	0	0
49.	0	0	●	0	0
50.	0	0	●	0	0
51.	0	0	●	0	0
52.	0	0	0	●	0
53.	0	●	0	0	0
54.	●	0	0	0	0
55.	0	●	0	0	0
56.	0	●	0	0	0
57.	●	0	0	0	0
58.	0	0	0	●	0

UNIT VIII

PART II - TRUE - FALSE

Directions: Some of the following statements are true and some are false. If the statement is true, darken the circle representing the "T" on the answer sheet and do no more. If the statement is false, fill in the circle representing "F" on the answer sheet and do two more things.

1. In blank (a) on the answer sheet, write the word or group of words which makes the statement false.
2. In blank (b) on the answer sheet, place the word or group of words which could be substituted for (a) to make the statement true.

Do not use words which are underlined.

Example:

The American flag is red, white and green.

T F
0 0
(a) green
(b) blue

59. If the patient is well enough to take a bath, it would be alright for you to take a break during his bath time.

60. Patients always breathe through the mouth when they are unconscious.

61. Post-operative care means taking care of a patient right after an operation.

62. Loss of bladder and rectal control is known incontinence.

63. It is important that you try to offer the bedpan or urinal to the patient at the same times each day.

64. There are two principal kinds of fractures, simple and comminuted.

65. The most dangerous type of food poisoning is botulism.

66. More than one-fourth of all accidental deaths occur in the home.

67. The most common place for a foreign body to lodge in the eye is on the inner surface of the lower lid.

68. In case of fire, air near the floor is best because heated air rises to the top.

69. Falls and traffic accidents are the most common causes of fractures.

70. Incised wounds are sharp cuts that tend to bleed freely.

71. A third degree burn may be described as destruction of tissue.

72. The UNIVERSAL ANTIDOTE for poisoning by mouth consists of:
(a) one (1) part strong tea,
(b) one (1) part water and
(c) two (2) parts crumbled burnt toast.

73. Puncture wounds have a high incidence of tetanus, especially those contaminated with barnyard manure.

74. The first step in administrating mouth to mouth resuscitation is to clear the passage.

75. Dressings and bandages should be sterile and checked frequently for excessive bleeding and signs of impaired circulation.

76. The lay term for tetanus is lockjaw.

77. Using poor body alignment and balance causes fatigue.

78. Back strain and muscle strain are common among health workers.

79. When you balance your body while standing, your feet should be placed two to four inches apart.

80. Any moving action of your body should use principles of good body alignment and balance.

81. Good body balance is obtained by standing with feet close together, weight on one foot and head tilted forward.

82. A standing position, with good body alignment and balance, is the basis for all of the movements that will be used in working.

83. To stoop correctly, the back should be kept straight and the leg muscles should do all of the work.

84. To preserve the freshness of cut flowers, the stems should be cut diagonally while under water.

85. Terminal cleaning is the complete cleaning of the unit before the patient leaves it.

86. Soiled linens from the patient unit are rolled up and carried against your body to the linen chute.

87. The normal body temperature is recorded as 37 degrees C if taken rectally.

88. Normal daily liquid loss for an adult is 3½ quarts.

89. Arteries which have lost their elasticity give less resistance, so the blood pressure is greater.

90. Tachycardia is an unusually fast heartbeat.

91. Rales are common in the dying patient.

92. When locating the pulse of a patient, it is important to remember not to use your thumb since it contains a pulse.

93. Output includes urine, vomitus, drainage from wound on stomach, liquid stool, blood loss and perspiration.

94. Periods of labored respiration followed by apnea are called Brock's - Dunn respiration.

95. The rhythm of a pulse rate is known as the speed and the volume as the fullness.

96. The pulse pressure is known as the difference between the heart and pulse rate.

CLUSTER TRUE - FALSE

Directions: Each of the statements below is followed by several items, each of which will complete the statement and make it either true or false. Place a plus (+) in the blank space on the answer sheet with the corresponding number if the item makes a true statement. Place a zero (0) in the blank space at the left of each item that makes a false statement.

The advantages of bathing a patient are:

97. ____ to eliminate body odors.
98. ____ to remove bacteria from the skin.
99. ____ helps prevent bed sores.
100. ____ to aid in elimination.
101. ____ cools and refreshes the patient.

When caring for a patient:

102. ____ respect his sense of modesty.
103. ____ if able, encourage to assume his own care.
104. ____ respect his habits of privacy.
105. ____ discuss other patients with him.
106. ____ don't insist on finishing his bath if he's reluctant to have you do this.

Pillows may be used in the following manner to place patient's body in good alignment:

107. ____ small pillow may be placed under the legs to relax muscles.
108. ____ in the prone position, a pillow need not be placed above the breasts.
109. ____ to support the patient's back in the sitting position.
110. ____ support patient's arms in sitting position with pillows to reduce strain on his shoulders.
111. ____ pillow placed behind head to push it forward.

You will need the following equipment when giving the bedpan to a patient:

112. ____ bedpan.
113. ____ bedpan cover.
114. ____ thermometer.
115. ____ KY Jelly.
116. ____ toilet tissue.

Remember, when preparing to give a bed bath:

117. ____ wash basin, about one-third full of hot water.
118. ____ close windows to prevent a draft.
119. ____ the ideal temperature for bath water is 95° F.
120. ____ the ideal room temperature is between 75° and 80° F.
121. ____ wash your hands.

Code No.____________________

Name____________________

Score____________________

UNIT VIII

PART II - ANSWER SHEET

59. T F
○ ●
(a) Be all right
(b) Not all right

60. T F
○ ●
(a) Always
(b) Often

61. T F
● ○
(a)____________________
(b)____________________

62. T F
● ○
(a)____________________
(b)____________________

63. T F
● ○
(a)____________________
(b)____________________

64. T F
○ ●
(a) Comminuted
(b) Compound

65. T F
● ○
(a)____________________
(b)____________________

66. T F
● ○
(a)____________________
(b)____________________

67. T F
○ ●
(a) Lower
(b) Upper

68. T F
● ○
(a)____________________
(b)____________________

69. T F
● ○
(a)____________________
(b)____________________

70. T F
● ○
(a)____________________
(b)____________________

71. T F
● ○
(a)____________________
(b)____________________

72. T F
○ ●
(a) Water
(b) Milk of magnesia

73. T F
● ○
(a)____________________
(b)____________________

74. T F
● ○
(a)____________________
(b)____________________

75. T F
● ○
(a)____________________
(b)____________________

76. T F
● ○
(a)____________________
(b)____________________

77.
T F
● ○
(a)__________
(b)__________

78.
T F
● ○
(a)__________
(b)__________

79.
T F
○ ●
(a) 2 to 4
(b) 6 to 8

80.
T F
● ○
(a)__________
(b)__________

81.
T F
○ ●
(a) Good
(b) Poor

82.
T F
● ○
(a)__________
(b)__________

83.
T F
● ○
(a)__________
(b)__________

84.
T F
● ○
(a)__________
(b)__________

85.
T F
○ ●
(a) Before
(b) After

86.
T F
○ ●
(a) Against
(b) Away from

87.
T F
○ ●
(a) Rectally
(b) Orally

88.
T F
● ○
(a)__________
(b)__________

89.
T F
○ ●
(a) Less
(b) More

90.
T F
● ○
(a)__________
(b)__________

91.
T F
● ○
(a)__________
(b)__________

92.
T F
● ○
(a)__________
(b)__________

93.
T F
● ○
(a)__________
(b)__________

94.
T F
○ ●
(a) Brock's Dunn
(b) Cheyne Stokes

95.
T F
○ ●
(a) Speed
(b) Regularity

96.
T F
○ ●
(a) Pressure
(b) Deficit

CLUSTER TRUE - FALSE

PART II - ANSWER SHEET

97. +
98. +
99. +
100. 0
101. +
102. +
103. +
104. +
105. 0
106. +
107. +
108. 0
109. +
110. +
111. 0
112. +
113. +
114. 0
115. 0
116. +
117. 0
118. +
119. 0
120. +
121. +

UNIT VIII

PART III - MATCHING

Directions: Match the descriptive statements in the right-hand column with the terms in the left-hand column. Place the identifying letter in the blanks at the correct position on the answer sheet. You may use an item more than once.

122. Carotid
123. Temporal
124. Femoral
125. Mandibular
126. Radial

A. In the groin.
B. On the side of the neck.
C. Just in front of the ear.
D. On the lower jawbone.
E. At the wrist, palm up.
F. In the armpit.
G. At the apex of the heart.

---

127. Acetone
128. Coagulation time
129. Ova and Parasites
130. Tuberculosis organism
131. Sedimentation rate

A. Sputum
B. Feces
C. Throat swabs
D. Urine
E. Blood
F. Drainage from wound

---

132. Restoring breathing by mechanical means.
133. A state of collapse resulting from circulatory failure.
134. Heart action cessation.
135. Excessive bleeding.
136. Mouth to mouth resuscitation.
137. Immediate, temporary care which is given before medical attention can be obtained.
138. Mouth to nose breathing.
139. Controlled best by using direct pressure.
140. The symptoms are similar to those of shock.
141. If extent of injuries are not known, keep this victim lying down.

A. Cardiac arrest
B. Hemorrhage
C. Artificial respiration
D. Shock
E. First Aid

Directions: Select the word or words from the column on the right that best match the statements on the left. Darken the circle that represents your choice on the answer sheet.

A B C D E F G
○ ○ ○ ○ ● ○ ○ (This indicates choice "E" was chosen)

Column I

142. has over bed frames, pulleys or a special type of mattress

143. an unoccupied or unassigned bed

144. special bed that can be adjusted for patient comfort or need- i.e., elevate the head of the bed

145. the bed has been made to receive a patient immediately following surgery

146. the top bedding has been turned down to receive a patient

Column II

A. closed bed

B. hi-low bed

C. post-operative bed

D. fracture bed

E. Circ-O-lectric bed

F. open bed

G. hospital bed

---

147. back surface

148. refers to front surface

149. refers to side

150. the body without head or extremities

151. the arms and legs

A. midline

B. posterior

C. extremities

D. head

E. anterior

F. trunk

G. lateral

Directions: Select the word or phrase in Column B that best refers to the word or phrase in Column A. Place the letter beside the correct number of the word or phrase on the answer sheet.

Column A

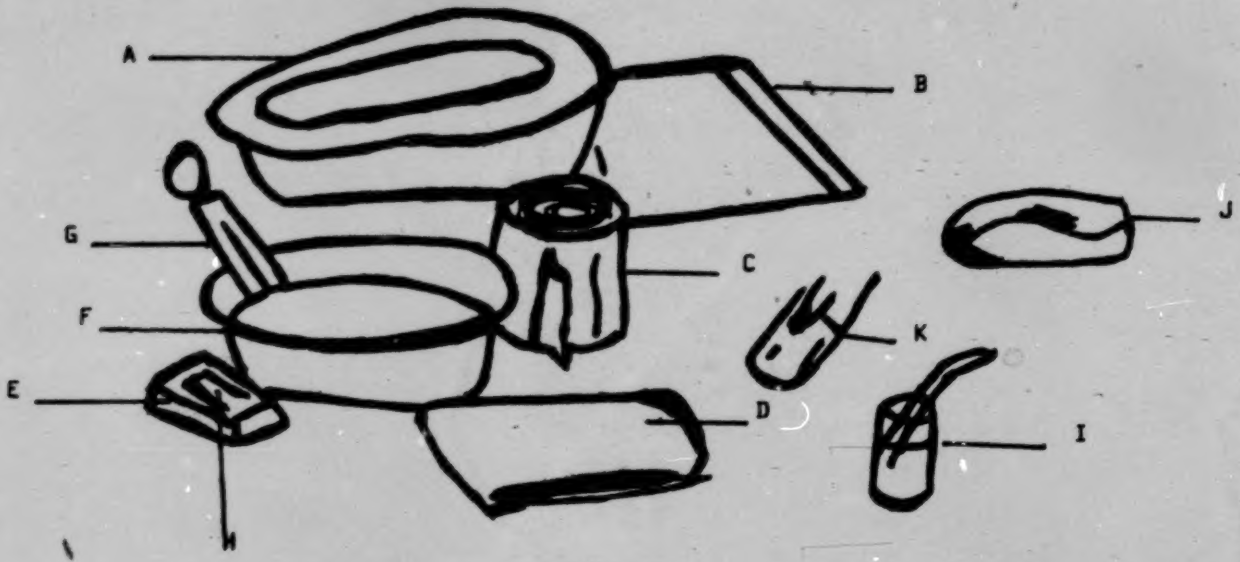
152. soap
153. face cloth
154. bath towel
155. talcum powder
156. deodorant
157. bath blanket
158. Dermassage

Column B

A. for warmth, modesty
B. to dry the body with
C. apply to back, elbows, heels
D. apply to armpits
E. for oral hygiene
F. keep in dish instead of water basin
G. to be made into a mitten
H. fanfold to the foot of bed
I. to clean under nails
J. reduces friction, refreshes patient

MATCHING

Directions: Select the letter from the diagram below that corresponds to the name of the article from the list given below. Place the letter in the blank beside the number on the answer sheet.



159. Soap Dish

160. Toilet Tissue

161. Water Thermometer

162. Bedpan

163. Wash Basin

164. Bedpan Cover

165. Soap

166. Towel

Code No.____________________

Name____________________

Score____________________

UNIT VIII

PART III - ANSWER SHEET

	A	B	C	D	E	F	G
122.	○	●	○	○	○	○	○
123.	○	○	●	○	○	○	○
124.	●	○	○	○	○	○	○
125.	○	○	○	●	○	○	○
126.	○	○	○	○	●	○	○
127.	○	○	○	●	○	○	○
128.	○	○	○	○	●	○	○
129.	○	●	○	○	○	○	○
130.	●	○	○	○	○	○	○
131.	○	○	○	○	●	○	○
132.	○	○	●	○	○	○	○
133.	○	○	○	●	○	○	○
134.	●	○	○	○	○	○	○
135.	○	●	○	○	○	○	○
136.	○	○	●	○	○	○	○
137.	○	○	○	○	●	○	○
138.	○	○	●	○	○	○	○
139.	○	●	○	○	○	○	○
140.	○	●	○	○	○	○	○
141.	○	○	○	●	○	○	○
142.	○	○	○	●	○	○	○
143.	●	○	○	○	○	○	○

	A	B	C	D	E	F	G
144.	○	○	○	○	○	○	●
145.	○	○	●	○	○	○	○
146.	○	○	○	○	○	●	○
147.	○	●	○	○	○	○	○
148.	○	○	○	○	●	○	○
149.	○	○	○	○	○	○	●
150.	○	○	○	○	○	●	○
151.	○	○	●	○	○	○	○

152. F
153. G
154. B
155. J
156. D
157. A
158. C
159. E
160. C
161. G
162. A
163. F
164. B
165. H
166. D

UNIT VIII

PART IV - COMPLETION

Directions: In the blank space, fill in the word or phrase that best completes the sentence. Mark only on the answer sheet. One point for each.

167. All devices used for the patient's comfort should promote correct ______________ alignment.

168. The air ring is used to relieve ______________ on the hips, coccyx, or any other part of the body.

169. Frames of various sizes used to keep the bedclothes off the patient's legs, toes, or entire body are called ________________.

170. A patient, who has had a mouth injury or surgery, should have his mouth cared for every ____________ hours.

171. The best method for recognizing, recording, and reporting signs and symptoms of patient is through careful _______________.

172. During bedmaking, the linen is stripped and placed on the __________.

173. The bedside rails are always in the __________ position when the patient is ________________, ______________, _______________.

174. Making ______________ corners on hospital beds is important because this helps to keep the bedding _____________.

175. There are two reasons for offering the bedpan and urinal to the patient at special times of the day. The first is to permit elimination of body _______. The second is to encourage _____________.

176. Most people use the term ______________ to refer to dentures.

177. A slippery substance that may collect in places like the mouth and nose is ______________.

178. The ______________ is used by a patient in bed for voiding and defecating.

179. Sometimes a post-operative patient must be ______________ for his own protection.

180. The purpose of the post-operative recovery bed is to provide a warm, comfortable bed for the patient and to protect the ______________.

181. You comb and brush a patient's hair in order to stimulate ____________ in the ________________.

182. Five movements that you might perform in a day's activities include ________________, ________________, ________________, ________________, ________________.

183. A patient unit needs daily cleaning to help prevent the spread of ________________.

184. The abnormal shortening of muscle tissue which causes the muscle to resist stretching is called a ________________.

185. Furniture in a patient unit includes ________________, ________________, ________________ and ________________.

186. To help prevent the spread of infection in the hospital, the nursing assistant will ________________ dust the patient unit.

187. After making an occupied bed, the nursing assistant should be sure to place the ________________ within easy reach of the patient.

188. Good body mechanics were taught in health classes in grade school as ________________.

189. When you stand with your knees slightly flexed, they act as ________________.

190. In a correct ________________ turn, the body moves as a single unit.

191. If there is no bottom contour sheet for the bed change, a ________________ can be used.

192. When making a hi-low bed, the bed should be placed in ________________ position.

193. The linen at the corners of the bed should be ________________.

194. While doing the daily cleaning of a patient unit, you should check all equipment for ________________ conditions.

195. After cleaning an occupied patient unit, the nursing assistant must remember to leave the bedside table within ________________ of the patient.

196. The difference between systolic and diastolic readings is called the ________________________.

197. A body temperature above normal means the person has a _______________.

198. A ___________________________ is used to provide constant drainage of urine for the patient with a urinary problem.

199. An instrument used to listen to sounds in a person's body is a _____________________________.

200. Stimulants will cause a blood pressure to _____________________.

201. A sterile specimen of urine is collected by ______________________.

202. The most accurate method of taking temperatures is the _______________ method.

203. The specimen which is used to perform a clinitest is collected ____________________ minutes before meals.

204. Blood which you are unable to see with the naked eye is referred to as _________________ blood.

205. Two ounces of a liquid would measure ____________ cc's.

206. Sixty drops of a liquid would measure into ___________ cc's.

207. A quart of liquid is equal to ____________ cc's.

208. The most common laboratory test made in the hospital is the ____________.

209. Periods of labored respirations are referred to as ___________________.

210. If the rate of respirations is more than 25 per minute, it is said to be __________________.

211. Injury to the soft tissue around a joint is called a ________________.

212. The classifications of burns are _______________, __________________ and ________________.

213. The freezing of a part of the body is known as _______________.

214. A/an ________________ is a wound made by rubbing or scraping of the skin.

215. A/an ________________ is a wound made by a jagged or irregular tear.

216. _____________________ occurs when there is a growth of pathogenic organisms in a wound.

217. The symptoms of ______________ include (1) extreme shortness of breath, (2) chest pain and (3) bluish discoloration of the skin.

218. _______________ is a condition usually caused by a clot of blood or hemorrhage involving a vessel of the brain.

219. The most important and time consuming procedures associated with accidents are __________________.

220. The most important factor to consider when one is having respiratory (breathing) problems is to ______________.

221. Pressure on the ______________ artery in the mid-groin will check bleeding in the lower extremities.

222. Pressure on the _______________ artery will check bleeding in the upper extremity.

223. The base of a triangular piece of cloth should be approximately _________________ long to be used as an arm sling.

224. The ________________ manifests itself as twitching and muscle spasms, with all degrees of severity.

225. One of the most common plants to result in poisoning, other than poison oak and poison sumac, is____________________.

Code No.____________________
Name____________________
Score____________________

UNIT VIII

PART IV - ANSWER SHEET

167. body
168. pressure
169. cradles
170. 1 - 2
171. observations
172. chair
173. high or up
elderly
confused
a small child
174. mitered
smooth
175. wastes
regularity
176. false teeth
177. mucus
178. bedpan
179. restrained
180. mattress
181. circulation
scalp
182. reach, sit
stand, carry
push, pull
stoop
walk
183. infection
184. contracture
185. bed
bedside table
bedside chair
overbed table
186. damp
187. call bell
188. good posture
189. shock absorbers
190. pivot
191. flat sheet
192. high
193. mitered
194. unsafe
195. easy reach
196. pulse pressure
197. fever
198. foley catheter
199. stethoscope
200. increase
201. catheterization
202. rectal
203. 20 - 30
204. occult
205. 60
206. 4
207. 1000
208. urinalysis
209. dyspnea
210. accelerated

PART IV - ANSWER SHEET

211. sprain

212. first degree

second degree

third degree

213. frostbite

214. abrasion

215. laceration

216. Infection

217. heart attack

218. Stroke

219. transportation

220. establish open air way

221. femoral

222. brachial

223. 35 inches

224. convulsions

225. poison ivy

UNIT VIII

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. For full credit, answer the question in terms of the guidelines listed. Place all answers on the answer sheet.

226-230. Discuss Blood Pressure in terms of the following guidelines: (5 points)

A. definition of blood pressure

B. two factors which cause blood pressure to be elevated

C. two factors which cause blood pressure to be decreased

231-235. Discuss Intake in terms of the following guidelines: (5 points)

A. define intake

B. purpose of accurate intake

C. types of intake

D. two reasons patients may need additional intake

236-241. List six (6) rules for good body mechanics. (6 points)

242-244. Give three (3) reasons why knowledge of good body alignment, balance and movement will help you. (6 points)

245-248. Discuss cardiac arrest in relation to the following guidelines. Be sure to discuss each of the following: (4 points)

A. define cardiac arrest

B. describe the symptoms

C. causes

D. emergency measures (do not list the steps)

249-251. Discuss the complete bed bath, using the following guidelines:

A. give procedures you would follow in preparation of patient and his unit prior to a bed bath (5 points)

B. what observations can you make concerning the patient during the bath (5 points)

C. list the order, as to parts of the body, in giving a bed bath (5 points)

252-253. Discuss the procedure for pre-operative care using the following guidelines:

A. preparation of a patient the evening prior to surgery as discussed in text and in class (5 points)

B. regarding the surgical patient, list the responsibilities you must complete one hour prior to surgery (5 points)

UNIT VIII

PART V - ANSWER SHEET

226-230. A. Definition: The force that blood exerts on the walls of the vessels through which it flows is called BP.

B. Factors (2) which elevate blood pressure:
Exercise, eating, stimulants, emotional disturbances.

C. Factors (2) which decrease blood pressure:
Fasting, rest, depressants, hemorrhage.

231-235. A. Definition: Intake is the measurement of liquid taken in every day.

B. Purpose of accurate intake:
For the doctor to know as "accurately" as possible how much fluid the patient has taken into his body, to calculate medication, formulate care, etc.

C. Type of Intake:

D. Two reasons patients may need additional intake:
Patient has fever; Patient taking certain drugs; Patient unable to eat solid food; Patient has diarrhea or is vomiting.

236-241.

1. Stand with weight evenly distributed with feet 6-8 inches apart.
2. Keep knees slightly flexed.
3. Tuck in your buttocks.
4. Keep abdomen up and in.
5. Shoulders back.
6. Head erect.

242-244.

1. Your work will not be as tiring.
2. You may prevent injury to yourself and someone else.
3. You will have a better appearance.

245-248.

1. Cardiac arrest is the sudden cessation of heart and respiratory action.
2. No respirations, no pulse and dilated pupils.
3. Electric shock, coronary heart disease, general anesthetics, etc.
4. Useless unless started at once, more than one person is needed.

   Two things vital: Keep the patient breathing to restore the heart beat. One person to give mouth-to-mouth resuscitation and one to give cardiac compression.

227

249-251

A. Tell the patient what you are going to do. Check the room temperature, it should be between 75-85° F. Close the windows to prevent drafts, take everything you need to the bedside. Put the linen on the chair, screen the patient, wash your hands.

B. The patient's mental attitude.

The patient's skin condition - redness, rashes, sores, swelling of the ankles, length of nails.

C.
1. eyes (no soap)
2. face, neck, ears
3. far arm, hand, nails
4. near arm, hand, nails
5. chest
6. abdomen
7. far leg, foot, nails
8. near leg, foot, nails
9. turn patient, wash sides, back, buttocks; rinse & dry well; rub back, apply lotion, powder.
10. genitals

252-253

A. Take the patient's TPR and BP, tell patient about special instructions on eating or liquids, give a cleansing enema, if ordered. Have female patient remove nail polish. Prepare site of surgery by washing and shaving area. At midnight, remove water pitcher and post "NPO" sign over bed.

B. Remove jewelry, lock up or give to family. Remove hairpins, dentures or removable bridges, if any, and put in labeled denture cup. Remove eye glasses or contact lens, if any, check to see if patient has artificial limbs, eyes, hair, eye lashes, hearing aid - label and put away. Have the patient put on a hospital gown. Do a rescrub of operation site, if ordered.

UNIT VIII

PART VI - PERFORMANCE TEST

254. MAKING AN UNOCCUPIED BED

Name ______________________________ Date __________

Class ______________________ Instructor ______________________

Possible Score:

Time __________ Rrocedure __________ Quality of Work __________ Total __________

Directions

A. To the Student:

1. Read these instructions carefully. Study the specifications of the job you are about to perform. Obtain from your instructor an explanation of all directions which are not clear to you. Your instructor will tell you when to start work.

2. The purpose of this test is to measure how well you can perform the task of making an unoccupied bed. In completing this procedure, you are to follow the procedure demonstrated and taught by your instructor.

3. The amount of time required, the procedure followed, and the quality of the finished work will be considered in evaluating your performance. By completing the job in six (6) minutes or less, you can earn a total of 20 points. Two points will be deducted for each minute beyond six (6). You can earn 52 points by following the correct procedure in every detail. You will receive an additional 28 points if your finished work meets all standards of quality.

4. When your instructor tells you to start, proceed as follows:

   a. Make an unoccupied bed.

   b. Indicate to the instructor when your work is finished.

Directions

B. To the Examiner:

1. Prepare the work station prior to the arrival of the students. At each station arrange the following in a uniform and orderly manner:

   a. the bed, with mattress and pillow

   b. bed position - low

   c. mattress in one of the following positions:

      (1) pulled to foot of bed
      (2) catty-cornered on bed
      (3) pulled to one side of the bed so it hangs over
      (4) or any combination of the above

   d. pillow tossed on bed

   e. the following linen, folded but in disarray:

      (1) contour sheet
      (2) pillow case
      (3) bath towels
      (4) wash cloths
      (5) flat sheets
      (6) draw sheets
      (7) blankets
      (8) patient gowns

2. Ask appropriate questions to make sure the student understands what to do.

3. Direct student to begin work and record time.

4. Complete the check list as the student works, with as little interference as possible.

5. If the student at any point makes an error which will prevent completion of job, instruct her but allow no credit on the steps which require your assistance.

RECORD OF THE TIME CONSUMED AND CREDIT EARNED FOR TIME

Operation	Time Started	Time Completed	Minutes Required
Making an unoccupied bed			

Total time to the nearest minute______________________________________

Points earned for time____

(Allow twenty (20) points if work is completed in six (6) minutes or less. Deduct two (2) points for each minute over six (6).)

PERFORMANCE TEST: MAKING AN UNOCCUPIED BED

PROCEDURE CHECK LIST
(To be executed while students perform)

Item of Work	Maximum Credit	Credit Earned
1. Select and assemble in order of use the linens needed	2	
2. Place on back of chair	2	
3. Adjust the bed to highest position without errors in selection or use of controls	2	
4. Lower side rails	2	
5. Position mattress on bed properly	2	
6. Working from one side of bed only	2	
a. place bottom contour sheet	2	
b. place draw sheet	2	
c. place top sheet	2	
d. place bedspread	2	
e. tuck each piece of bedding neatly, smoothly and taut	2	
f. form all mitered corners smoothly and neatly, the first time	2	
7. Working from the other side of the bed:	2	
a. position each piece of bedding neatly, smoothly and taut	2	
b. form all mitered corners smoothly and neatly, the first time	2	
8. Top sheet and bedspread should hang evenly on door side of bed	2	
9. Fold back top sheet and adjust spread correctly in relation to top sheet	2	
10. Handle and dress pillow correctly, keeping it from contact with body and clothing	2	
11. Position pillow correctly, with seam toward head of bed and open end away from door	2	
12. Attach signal cord within reach of patient	2	
13. Lower bed to lowest position	2	
14. Place bath towel and wash cloth in bedside cabinet	2	
15. Observe good body mechanics at all times	2	
16. Was aware and strived to minimize sources of contamination, as much as possible	2	
17. Proceeded smoothly from one step to another without hesitation, false starts, or wasted motions	2	
18. Completed a neat and correctly made bed within six (6) minutes	2	
Total Points	52	

QUALITY CHECK LIST FOR PERFORMANCE TEST

MAKING AN UNOCCUPIED BED

The finished product will meet the requirements for quality.

	Maximum Credit	Credit Earned
1. Presents a neat appearance	4	
2. Bedding is securely placed on the bed	4	
3. Top of draw sheet is placed 12 to 15 inches from top of bed	4	
4. Mitered angle about 45° in comparison to footboard of bed	4	
5. Top sheet turned down in 6" cuff	4	
6. Bath towel and wash cloth neatly placed in drawer of bedside table	4	
7. Provides a safe and comfortable environment for the patient	4	
Total points for quality of completed job	28	

ANALYSIS OF OPERATIONS
for
INCLUSION IN PERFORMANCE TEST

Making an Unoccupied Bed

Operation:

Making an unoccupied bed.

Steps of procedure and specific points to apply:

Select and assemble linen
Lower bed rails
Adjust bed to highest position
Properly position mattress
Place bottom sheet
Place draw sheet
Place top sheet
Place bedspread
Tuck each piece of linen
Form all mitered corners
Fold back top sheet and spread to form cuff
Handle and dress pillow
Position pillow
Attach signal cord
Lower bed
Place towel and wash cloth

Equipment and Materials required:

1. bed with mattress, pillow, and side rails
2. bottom contour sheet
3. draw sheet
4. top sheet
5. bedspread
6. bath towel
7. wash cloth
8. pillow case

Check List for Performance Test

Content - Making an Unoccupied Bed

Qualities	Directly and Objectively Measurable	Involving Varying and Measurable Degrees of Compliance	Measurable during Performance	Measurable in Completed Work	Means of Measurement
Time required to make an unoccupied bed	x	x	x	—	Time measured by observer Total time Recorded
Other indications of rate of work					
1. Assemble all materials	—	x	x	—	Observed and recorded by examiners
2. Adjust bed without errors in selection and use of controls	—	x	x	—	
3. Place linen on bed in correct sequence	—	x	x	—	
4. No lost time in making mitered corners	—	x	x	—	
5. No lost time in handling and dressing pillow	—	x	x	—	
6. No lost time in positioning pillow	—	x	x	—	

PERFORMANCE TEST

Making the Unoccupied Bed

255.

Name ______________________________ Date ____________________

Class __________________________ Section ________ Instructor ______________

Possibe Score:

Time 100 Procedure and quality of work 100 Total 200

Student's Score:

Time ________ Procedure and quality of work _______ Total __________

Directions: (To the Student)

1. Read these instructions carefully. Read the unit in the text on making the unoccupied bed. Obtain from your instructor an explanation of all directions which are not clear to you. Your instructor will tell you where to begin work.

2. The purpose of this test is to measure how well you can perform the procedure of making an unoccupied bed. In performing this procedure, you are to follow the procedure demonstrated and taught you by your instructor.

3. The amount of time required, the procedure followed, and the quality of the finished work will be considered in evaluating your performance. By completing the job in 15 minutes or less, you can earn a total of 100 points for time. Two (2) points will be deducted for each minute beyond 15. You will receive an additional 100 points if your finished work meets all standards of accuracy and quality. To obtain the highest possible score, follow the proper procedures and work as accurately and rapidly as you can.

PERFORMANCE
Evaluation Check List

Name ______________________ Date ________________

Started ___________________ Finished ________________

Observer __________________ Score ________________

yes - one (1) point no - 0 points Total possible points __________

Objectives: (1) to provide a clean, warm, sanitary bed
(2) to protect the mattress
(3) to provide a neat appearance

Making the Unoccupied Bed

	Points	Yes	No
I. Equipment			
1. mattress cover	1		
2. one large sheet	1		
3. a rubber or plastic drawsheet	1		
4. a cotton drawsheet	1		
5. second large sheet	1		
6. blanket	1		
7. pillow	1		
8. pillowcases	1		
9. spread	1		
10. laundry hamper	1		
Total points	10		

	Points	Yes	No
II. Preparation			
1. Bring your equipment to the bedside	1		
2. Tell the patient what you are going to do.	1		
3. Put the linens on the chair in the order they will be used.	1		
4. Bring linen hamper to the room.	1		
5. Strip the bed of dirty linen.	1		
6. Place dirty linen in hamper.	1		
Total points	6		
III. Steps in Making Unoccupied Bed			
1. Adjusts bed to its high level position.	1		
2. Pulls mattress cover over the mattress.	1		
3. Places center fold of bottom sheet in center of bed, narrow hem even with foot, smooth side up.	1		
4. Folds excess sheet under mattress at head of bed.	1		
5. Miters corner - picks up hanging sheet twelve inches from head of bed.	1		
6. Tucks lower corner under mattress.	1		
7. Holds fold with left hand, brings triangle down over side of bed.	1		
8. Tucks sheet under the mattress.	1		
9. Adds rubber draw sheet. Places rubber sheet over bottom sheet so that middle third of bed is covered.	1		
10. Adds cotton draw sheet, folds draw sheet in half, hem to hem, smooth side out. Completely covers and overlaps rubber sheet.	1		
11. Tucks both sheets under mattress.	1		
12. Centers fold of top sheet in center of bed, wide hem even with top of mattress at head of bed, smooth side down.	1		

	Points	**Yes**	**No**
13. Centers blanket six inches from top of mattress.	1		
14. Repeats above step with spread.	1		
15. Repeats procedure on other side of bed.	1		
16. Pulls sheets taut before tucking under mattress.	1		
17. Tucks excess sheet, blanket, spread under mattress at foot of bed.	1		
18. Makes mitered corner at foot of bed. Tucks in triangle, does not tuck sides.	1		
19. Forms cuff with top sheet over spread.	1		
20. Fanfolds top sheet, blanket, and spread to foot of bed.	1		
21. Opens pillowcase, gathers pillow close to bottom length-wise.	1		
22. Fits corners of pillow into corners of pillowcase and pulls cover over remainder of pillow.	1		
23. Places pillow on bed.	1		
24. Adjusts bed to low position.	1		
25. Overall efficiency of the procedure.	1		
26. General attitude while working.	1		
27. Overall appearance of bed.	1		
Total points	21		
Grand total	41		

MANIPULATIVE PERFORMANCE TEST
for
TEMPERATURE, PULSE, AND RESPIRATION

256.

NAME: ____

CLASS: ______________ SECTION: __________ INSTRUCTOR ______________

POSSIBLE SCORE:

TIME: 100 PROCEDURE AND QUALITY OF WORK: 300 TOTAL: 400

STUDENT'S SCORE:

TIME: ______ PROCEDURE AND QUALITY OF WORK: ______ TOTAL: ________

DIRECTIONS

A. To the Student:

1. Read these instructions carefully. You will take a rectal temperature, pulse, and respiration on a selected patient and record on the ward TPR chart. Obtain from your instructor any explanation of all directions which are not clear to you. Your instructor will tell you when to start work.
2. The purpose of this test is to measure how well you can take these vital signs. In completing these operations, you are to follow the procedure demonstrated and taught by your instructor.
3. The amount of time required, the procedure followed, and the quality of the finished work will be considered in evaluating your performance. By completing the job in 15 minutes or less, you can earn a total of 100 points for time. Five (5) points will be deducted for each minute beyond 15. You must stop if you have not finished by the end of 25 minutes. You can earn 300 points by following the correct procedure in every detail with accuracy and quality. Plan to finish the test.
4. When your instructor tells you to start, she will give you the patient's name and room number at which time your will proceed to get the assigned TPR.

B. To the Examiner:

1. Prepare the student's assignment prior to his/her arrival.
2. Instruct the student to study the questions. Ask appropriate questions to make sure that he/she understands what to do.
3. Direct the student to begin work and record the time. Also record the time at the start and completion of performance.
4. As the student works, execute with as little interference as possible the appropriate check list.
5. If the student at any point makes, or is about to make, an error which will prevent his completing the test, or a major phase of it, instruct him as to proper procedure to that point but allow him no credit in the check list for the specific step which required your assistance.

RECORD OF TIME CONSUMED AND CREDIT EARNED FOR TIME

TPR Procedure	Time Started	Time Completed	Minutes Required	Points
1. Wash hands				
2. Assemble equipment				
3. Begin to take TPR's				
4. Removal of thermometer				
5. Cleaning of equipment				
6. Recording of TPR's				

Total time to the nearest minute ______________________________

Points earned for time ______________________________

(Allow 100 points if work is completed in 15 minutes or less. Deduct five (5) for each minute over 15.)

EVALUATION CHECK LIST
(TO BE EXECUTED WHILE STUDENTS PERFORM)

STARTED__________

STUDENT'S NAME ________________ DATE ____________ FINISHED__________

OBSERVER______________________ SCORE ______________________

YES - 10 Points NO - 0 Points TOTAL POINTS ______________

Objectives:
1. The student will demonstrate proper technique in taking a rectal temperature, pulse, and respiration.
2. The student will illustrate proper recording of these vital signs.

RECTAL TEMPERATURE, PULSE, RESPIRATIONS

	POINTS	YES	NO
I. Paper Hygiene			
1. Good handwashing technique	10		
II. Equipment			
1. Assemble rectal thermometer and holder.	10		
2. Lubricant	10		
3. Tissues.	10		
4. Watch with second hand.	10		
5. Pen and Paper.	10		
III. Preparation of Patient			
1. Explanation of procedure	10		
2. Screen unit to assure privacy.	10		
3. Lower backrest of bed. Ask patient to turn on side, assist if necessary	10		
IV. Procedure for taking rectal temperature			
1. Place lubricant on tissue.	10		
2. Remove thermometer from container by holding stem end and reading mercury column. Shake down, if necessary, to below 96 degrees. Check condition of thermometer.	10		
3. Apply lubricant to bulb with tissue.	10		
4. Fold top bedclothes back to expose anal area.	10		
5. Separate buttocks with one hand and insert thermometer into rectum 1½''.			
6. Hold in place for five (5) minutes.	10		
7. Replace bedclothes.	10		
8. Fold back bedclothes and remove thermometer and place on tissue.	10		
9. Cleanse anal area with tissue.	10		
10. Wipe thermometer clean.	10		
11. Read and record.	10		
12. Shake down and replace.	10		

257. Directions: You have practiced mouth-to-mouth resuscitation in the nursing lab. You will now be tested on giving the correct results. Remember to carry out the procedure quickly and correctly.

Performance Checklist of mouth-to-mouth resuscitation.

1. Note time.
2. Check for pulse and respirations.
3. Check eyes for dilation of pupils.
4. Get help (don't leave patient).
5. Position patient on his back.
6. Clear airway.
7. Head back.
8. Lower jaw pulled forward into a jutting position.
9. With thumb and index finger, obstruct patient's nose.
10. Place mouth on patient's mouth.
11. Exhale into victim's mouth.
12. Observe the chest.
13. Remove mouth from victim's and allow him to exhale.
14. Repeat 12 to 15 times per minute for an adult.

    Twenty (20) times per minute for a child.

UNIT IX

MATERNAL AND INFANT CARE

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet;

Example:

What blood test is always done on the first prenatal visit?

A. Blood typing including Rh factor.
B. Prothrombin time.
C. Sedimentation rate.
D. Hemoglobin and coagulation factor.
E. Bleeding and clotting time.

A B C D E
● ○ ○ ○ ○ (This indicates choice "A" was chosen)

1. All of the following are presumptive signs of pregnancy, except:

A. nausea and vomiting.
B. amenorrhea.
C. hegar's sign.
D. frequent urination.
E. breast changes.

2. On subsequent visits to the physician for prenatal care, all of the following tests are done, except:

A. patient is weighed.
B. blood pressure taken and recorded.
C. complete physical examination.
D. urine specimen checked for albumin.
E. physician measures height of uterus.

3. A subsequent visit was made to the doctor for prenatal care. Which sign reported by the patient was least significant?

   A. Persistent headache and blurring vision.
   B. Marked swelling of ankles, hands and feet.
   C. Uncontrollable leaking of fluid from vagina.
   D. Persistent nausea in the first trimester.
   E. Recurring back and abdominal pains.

4. What communicable disease, if contracted in the first three months of pregnancy, can cause severe damage to the fetus?

   A. Scarlet fever.
   B. Chicken pox.
   C. Mumps.
   D. German measles.
   E. Whooping cough.

5. The presence of a fetal heart tone is usually heard about the:

   A. third month.
   B. fourth month.
   C. fifth month.
   D. sixth month.
   E. seventh month.

6. Mrs. Allen's last menstrual period was November 10, 1974. When is her expected day of delivery?

   A. September 10, 1975.
   B. August 10, 1975.
   C. August 17, 1975.
   D. August 1, 1975.
   E. September 17, 1975.

7. Expulsion of a portion of the product of conception is known as:

   A. missed abortion.
   B. criminal abortion.
   C. complete abortion.
   D. inevitable abortion.
   E. incomplete abortion.

8. During pregnancy the following test is very important:

   A. schick test.
   B. sedimentation rate.
   C. widal test.
   D. wasserman test.
   E. mantoux test.

9. The fine downy hair that covers the infant in utero but is almost absent when the infant is born is:

A. lanugo.
B. vernix caseosa.
C. meconium.
D. caput.
E. corpus.

10. Which of the following is a positive sign of pregnancy?

A. Two or more missed menstrual periods.
B. Enlargement of the uterus.
C. Fetal heart sounds.
D. Positive pregnancy tests.
E. Quickening.

11. Which of the following is not a discomfort of pregnancy?

A. Nausea.
B. Heartburn.
C. Backache.
D. Edema.
E. Constipation.

12. All of the following are early signs of approaching delivery, except:

A. settling of baby deeper into pelvis.
B. easier breathing.
C. frequent urination.
D. softening of the birth canal lining.
E. hearing fetal heart sound.

13. The purpose of the bag of water rupturing a short time before the baby is born is:

A. to keep the baby from becoming dehydrated.
B. to get rid of waste discharge of the infant.
C. to stretch the wall of the vagina.
D. to wash out the vagina and keep it lubricated.
E. to keep the vaginal canal at a constant temperature.

14. The approximate duration of pregnancy is:

A. 365 days.
B. 10 lunar months.
C. 100 days
D. 240 days.
E. 9 months.

15. The skin of the fetus is protected by a yellowish creamy substance known as:

A. amniotic fluid.
B. vernix caseosa.
C. fatty tissue.
D. lanugo.
E. lipoids.

16. Which of the following is not an early presumptive sign of pregnancy?

A. Abrupt stoppage of menstrual periods.
B. Frequent urination.
C. Morning sickness.
D. Quickening.
E. Enlargement of the breast.

17. Which of the following is not included in the initial prenatal physical examination?

A. X-ray.
B. "Pap smear."
C. Blood serology.
D. Urinalysis.
E. Weight and blood pressure determination.

18. Personal care during pregnancy requires:

A. complete change of routine.
B. avoiding normal recreation and housework.
C. moderation of normal habits.
D. avoiding shower baths.
E. postponing dental care until after delivery.

19. When admitting a patient to the labor room, the nursing assistant would exclude which of the following activities?

A. Greet and welcome the patient.
B. Explain TV controls and give program schedule.
C. Assist the patient to undress.
D. Take TPR and BP.
E. Record when and what the patient last ate.

20. After delivery, menstruation will:

A. begin on the 28th day.
B. be regular, even if irregular before pregnancy.
C. be more painful than before.
D. usually be delayed if the mother is breast feding.
E. not be normal for a year or so.

21. The nursing assistant is caring for a patient who delivered three (3) days ago. Which of the following symptoms should the nursing assistant report to her charge nurse?

A. Fundus firm and about two fingers below the umbilicus.
B. Lochia that is red in color.
C. Episiotomy that is swollen and red around the sutures.
D. Nipples that are erect, slightly enlarged and soft.
E. Breasts that drain whitish fluid between feedings.

22. In caring for a patient immediately after delivery, the nursing assistant notices the following things about her patient. Which could indicate a serious complication and should be reported at once?

A. Patient falls asleep as soon as husband leaves.
B. Drainage of about 120 cc's of blood from vagina with clots.
C. Lowered pulse rate.
D. Patient has a slight chill.
E. Patient does not void for 4 to 5 hours after delivery.

23. Which of the following things should be of prime consideration when choosing garments for the newborn?

A. Choose the nicest and most expensive you can afford.
B. Choose at least 10 of each garment that you buy.
C. Choose garments that look good on the baby.
D. Choose garments of a style that opens down the side or back.
E. Be sure to include shoes and socks to keep the feet warm.

24. Which of the following statements is NOT true concerning breast feeding versus bottle feeding?

A. Both mehtods can provide a satisfying social experience.
B. Breast feeding is more economical.
C. Bottle feeding is less time consuming and more convenient.
D. Breast feeding helps the mother's uterus return to normal more quickly.
E. Bottle feeding requires less sucking effort on the part of the infant.

25. The Apgar scoring method is used to:

A. predict the length of labor.
B. aid the physician in deciding on the need to do a C-Section.
C. evaluate the performance of the delivery room personnel.
D. determine the EDC.
E. evaluate the general condition of the infant at birth.

26. Which of the following is not a precaution to take when bathing an infant in a tub:

A. never leave the baby alone in the tub.
B. use the arm and leg hold to prevent dropping the infant.
C. dry briskly to stimulate circulation.
D. be certain the bath water is not over 110° F.
E. keep the infant covered as you wash and dry to prevent chilling.

27. The terminal method of sterilization of the infant formula:

A. allows the use of clean rather than sterile equipment and supplies.
B. requires the use of sterile technique.
C. cannot be done in the home.
D. can be used only when evaporated milk is used.
E. is obsolete and not used now.

28. Which of the following should NOT be done when dressing an infant?

A. Place your finger between the diaper and the infant when fastening with a pin.
B. Fold shirt tails above the diaper to keep dry.
C. Pull shirts and gowns over the baby's face.
D. Protect the infant's fingers from bending by covering with your fingers.
E. Dress the infant for the weather not just for looks.

29. Of the following words, which one would denote an attitude undesirable for the nursing assistant when caring for an infant?

A. Affection.
B. Gentle.
C. Assured.
D. Anxiety.
E. Relaxed.

30. One of the characteristics of a newborn, full term infant that is also found in the premature infant is:

A. lusty cry.
B. head seems large for the body.
C. birth weight of 5½ lbs. or more.
D. sucks, swallows and moves lips within 24 hours of birth.
E. pudgy cheeks and broad flat nose.

Code No.____________________

Name____________________

Score____________________

UNIT IX

PART I - ANSWER SHEET

	A	B	C	D	E		A	B	C	D	E
1.	○	○	●	○	○	16.	○	○	○	●	○
2.	○	○	●	○	○	17.	●	○	○	○	○
3.	○	○	○	●	○	18.	○	○	●	○	○
4.	○	○	○	●	○	19.	○	●	○	○	○
5.	○	○	●	○	○	20.	○	○	○	●	○
6.	○	○	●	○	○	21.	○	○	●	○	○
7.	○	○	○	○	●	22.	○	●	○	○	○
8.	○	○	○	●	○	23.	○	○	○	●	○
9.	●	○	○	○	○	24.	○	○	●	○	○
10.	○	○	●	○	○	25.	○	○	○	○	●
11.	○	○	○	●	○	26.	○	○	●	○	○
12.	○	○	○	○	●	27.	●	○	○	○	○
13.	○	○	○	●	○	28.	○	○	○	○	●
14.	○	●	○	○	○	29.	○	○	○	●	○
15.	○	●	○	○	○	30.	○	●	○	○	○

UNIT IX

PART II - TRUE - FALSE

Directions: Some of the folllowing statements are true and some are false. If the statement is true darken the circle representing the "T" on the answer sheet and do no more. If the statement is false, fill in the circle representing "F" on the answer sheet, and Do Two More Things.

1. In blank (a) on the answer sheet, write the word or group of words which makes the statement false.
2. In blank (b) on the answer sheet, place the word or group of words which should be substituted for (a) to make the statement true, DO NOT USE WORDS WHICH ARE UNDERLINED.

Example:

Pregnancy terminated legally by a physician is a Therapeutic Abortion.

T F
● ○
a.____________________
b.____________________

31. Women who have lost more than three pregnancies at the same stage of development are said to be victims of inevitable abortion.

32. Adequate prenatal care includes instruction of the expectant father in his duties and responsibilities to the expectant mother and baby.

33. Labor may be defined as the work that the uterus does to allow the baby to be born.

34. The pregnant woman need not be alarmed by frequent urination.

35. The anterior fontanel will be closed by the time the infant is nine (9) months old.

36. Crede's treatment for the newborn infant's eyes is to prevent syphilis.

37. Meconium is the sticky dark green stool of the newborn.

38. Caput Succedaneum is a collection of blood between the periosteum and the skull bone.

39. Physiological jaundice occurs in a large number of newborn infants on the 1st day and has no medical significance.

40. Unless the cord is off and the umbilicus thoroughly healed, the tub bath is contraindicated for the newborn infant.

41. A sudden weight gain and increase in blood pressure in a woman past her 28th week of pregnancy could indicate a serious complication.

42. Dilation of the cervix occurs during false labor.

43. Accurate and complete observation of the postpartum patient and prompt reporting of abnormal reactions might prevent or lessen postpartum complications.

44. During involution, the reproductive organs return to normal size, shape and function.

45. Postpartum exercises should not be started until after the physician performs the six-week postpartum examination.

46. Some bleeding is common when the cord falls off.

47. Jaundice occurring within the first 48 hours of life is normal and will subside without treatment.

48. As long as the physical needs of the infant are met, he will thrive and grow.

49. The unspoken communication between mother and infant affects the infant's social and emotional well being.

50. Garments for the newborn should be "pullover" in style.

Code No.
Name
Score

UNIT IX

PART II - ANSWER SHEET

31. T F
○ ●
A. inevitable
B. habitual

32. T F
● ○
A.
B.

33. T F
● ○
A.
B.

34. T F
● ○
A.
B.

35. T T
○ ●
A. 9 months
B. 12-18 months

36. T F
○ ●
A. syphilis
B. gonorrhea

37. T F
● ○
A.
B.

38. T F
○ ●
A. caput succedaneum
B. cephalematoma

39. T F
○ ●
A. 1st day
B. 3rd day

40. T F
● ○
A.
B.

41. T F
● ○
A.
B.

42. T F
○ ●
A. false
B. true

43. T F
● ○
A.
B.

44. T F
● ○
A.
B.

45. T F
● ○
A.
B.

46. T F
● ○
A.
B.

47. T F
○ ●
A. first 48 hours
B. 3-5 days

48. T F
○ ●
A. physical
B. emotional as well as physical needs

49. T F
● ○
A.
B.

50. T F
○ ●
A. pullover
B. fasten on side or front

UNIT IX

PART III - MATCHING

Directions: Match the definition of the term related to material and infant care in the right-hand column with the appropriate term in the left-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an item only once. One point for each.

Example:

A	B	C	D	E	F	G	H	I	J	K	L	M
○	○	○	○	●	○	○	○	○	○	○	○	○

(This indicates that "E" was chosen)

51. Lochia
52. Fundus
53. Episiotomy
54. Colostrum
55. Vernix caseosa
56. Meconium
57. Lango
58. Engorgement
59. Mastitis
60. Involution

A. Secretion before true lactation

B. Cheesy-like, greasy substance that protects the skin of the newborn

C. Inflammation of the breast

D. Downy hair on shoulders and back

E. Rounded top part of the uterus

F. Organs of reproduction returning to normal condition

G. Area between vulva and anus

H. Lying-in period

I. Surgical incision of perineum to prevent tearing

J. Inflammation of bladder

K. Discharge 4-14 days postpartum

L. Congestion of the breast

M. Thick, dark green tenacious substance

Directions: Match the cry of the Newborn in the right-hand column with the needs of the infant in the left-hand column. You are to darken the circle on the answer sheet which represents your selection. YOU CAN USE AN ITEM ONLY ONCE.

Example:

A B C D E F G
○ ○ ● ○ ○ ○ ○ (This indicates that "C" was chosen)

61. Wet Diaper
62. Injury
63. Hunger
64. Colicky pain
65. Illness

A. A loud insistent cry; knees drawn up and kicking.
B. A whining cry, persistent cry.
C. A fretful cry with passing of gas.
D. A sharp-sounding cry.
E. A fretful cry, fingers in mouth.
F. A shrill cry; on inhalation, holding breath.
G. Demanding cry, persistent.
H. A mourning cry.

Directions: Match the definition of the sign and symptoms of pregnancy in the left-hand column with the appropriate name in the right-hand column. You are to darken the circle on the answer sheet which represents your selection. You can use an answer item only once.

Example:

A B C D E F G H
○ ○ ● ○ ○ ○ ○ ○ (This indicates that "C" was chosen)

66. Braxton-Hicks sign
67. Hegar's sign
68. Quickening
69. Lightening
70. Chloasma

A. Softening of the lower segment of the uterus.
B. Intermittent contraction of the uterus after the third month of pregnancy.
C. Descent of the uterus into the pelvic cavity about 2 weeks before delivery.
D. First fetal movement felt by mother.
E. Pigmentation of the face during pregnancy.
F. Lines which occur on the abdomen of some women late in pregnancy.
G. The pigmented Linea Alba.
H. Violet tinge to the cervical and vaginal mucous membrane.

Code No.____________________

Name____________________

Score____________________

UNIT IX

PART III - ANSWER SHEET

	A	B	C	D	E	F	G	H	I	J	K	L	M
51.	0	0	0	0	0	0	0	0	0	0	●	0	0
52.	0	0	0	0	●	0	0	0	0	0	0	0	0
53.	0	0	0	0	0	0	0	0	●	0	0	0	0
54.	●	0	0	0	0	0	0	0	0	0	0	0	0
55.	0	●	0	0	0	0	0	0	0	0	0	0	0
56.	0	0	0	0	0	0	0	0	0	0	0	0	●
57.	0	0	0	●	0	0	0	0	0	0	0	0	0
58.	0	0	0	0	0	0	0	0	0	0	0	●	0
59.	0	0	●	0	0	0	0	0	0	0	0	0	0
60.	0	0	0	0	0	●	0	0	0	0	0	0	0

61.	0	0	0	0	0	0	●	0
62.	0	0	0	●	0	0	0	0
63.	0	0	0	0	●	0	0	0
64.	●	0	0	0	0	0	0	0
65.	0	0	0	0	0	●	0	0
66.	0	●	0	0	0	0	0	0
67.	●	0	0	0	0	0	0	0
68.	0	0	0	●	0	0	0	0
69.	0	0	●	0	0	0	0	0
70.	0	0	0	0	●	0	0	0

UNIT IX

PART IV - COMPLETION

Directions: Each of the statements below contains a blank at or near the beginning or end of the statement. You are to supply the missing word. Mark Only the Answer Sheet. One point for each.

71. The Science and Art of human reproduction is known as ______________.

72. The Union of the ovum and the spermatozoon, or __________________ is thought to take place in the fallopian tubes.

73. The sterilization procedure of the male is a ________________.

74. The Aschheim-Zondex test is used to aid the physician in diagnosing ________________________.

75. The duration of pregnancy is usually ________________ days.

76. The bloody vaginal discharge after delivery is called __________________.

77. The watery secretion of the breast during the first few days after delivery is known as ________________.

78. Maternal identification of fetal movement is _______________.

79. The descriptive names of the stages of labor are _______________, ___________________ and __________________.

80. The second stage of labor ends with the expulsion of the _______________.

81. Returning of the uterus to its pre-pregnancy size is called _____________.

82. The third stage of labor ends with the expulsion of the ________________.

83. The painless contractions that begin early in pregnancy and continue throughout the period of gestation are called ____________________.

84. Birth weight of the newborn infant is doubled by the _________ month.

85. Spaces formed by meeting place of sutures of the skull are called _________________________.

86. The _________ stage of labor consists of that time from the beginning of dilation of the cervix until dilation is complete.

87. __________ abortion is the termination of a pregnancy through natural causes.

88. __________ abortion is using mechanical or medical means to terminate a pregnancy.

89. Growth of an embryo outside of the uterus is called a/an ___________.

90. Faulty nutrition, hormone disturbance, vitamin deficiency or emotional disturbances might result in a complication of pregnancy called ________________.

91. An immediate ___________ is indicated in cases of premature separation of the placenta.

92. "Milk leg" or __________ is a complication following delivery involving the circulatory system.

93. The process, following delivery, of the reproductive organs returning to normal size and condition is called ______________.

94. "Blood-tinged show", rupture of the amninoic sac and mild uterine contractions are signs and symptoms of _______________.

95. Two drops of one percent _________ is put in each newborn's eyes to protect against infectious organisms in the birth canal.

96. The ___________ position is used for the newborn to drain mucous from his nose and mouth.

97. The ________________ is used to hold a baby when washing his head.

98. The accumulation of dust and oil on the infant's head is called ___________________.

99. A baby's daily schedule should be determined by ________________.

100. The soft spot in an infant's skull is called _________________.

Code No.____________________

Name____________________

Score____________________

UNIT IX

PART IV - ANSWER SHEET

71. obstetrics
72. conception
73. vasectomy
74. pregnancy
75. 280
76. lochia
77. colostrum
78. quickening
79. dilation
    expulsion
    placental
80. baby
81. involution
82. placenta
83. Braxton Hicks contraction
84. fifth
85. fontanels
86. first
87. spontaneous
88. therapeutic
89. ectopic pregnancy
90. hyperemesis graviderum
91. ceserean section
92. thrombophlebitis
93. involution
94. labor
95. silver nitrate
96. trendelenburg
97. football hold
98. cradle cap
99. his needs
100. fontanels

UNIT IX

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. In all cases, follow the guidelines specified if you wish to receive full credit.
Mark only on the answer sheet.

101.-105. Discuss the general characteristics of the newborn in terms of the following guidelines: (5 points)

A. Normal weight.

B. Normal length.

C. Skin

D. Head

   1. Size

   2. Temporary conditions.

E. Vital signs.

106.-112. Discuss the advantages of breast feeding over artificial feeding.

A. Value to Baby. (4 points)

   1.

   2.

   3.

   4.

B. Value to Mother. (3 points)

   1.

   2.

   3.

113.-117. Discuss family planning using the following guidelines. (5 points)

A. General reasons for planning the size and spacing of children.

B. Compare the advantages and disadvantages of the "Pill" and the IUD as methods to use in family planning.

118.-122. Discuss prenatal care using the following guidelines. (5 points)

A. Purposes of prenatal medical supervision.

B. Role of the Nursing Assistant in providing this care.

UNIT IX

PART V - ANSWER SHEET

101-105. Normal weight - 7 to 7½ lbs.

Normal length - 10 to 20 inches.

Skin: Pink: thin and covered with vernix caseosa.

Head:

Size - ¼ total length - equal or exceed abdomen & chest.

Temporary condition - Caput Succedaneum
Cephalhematoma

Vital signs:

Respiration - 30 to 60 per minute.

Heart beat - 120 to 160 per minute.

Temperature - 96 at first, then to 98° F.

106-112. Breast feeding:

Value to baby:

1. Emotional satisfaction.
2. Easily digested.
3. Gives vitamin A and C; also, Iron.
4. Less Allergy Problems and More Immunity.

Value to Mothers:

1. Aide in involution.
2. Is available as needed and cheapest.
3. Does not sour or become contaminated in healthy mothers.

113-117. Reasons Economic - emotional needs of family.
Ecology.

"Pill" Effective - can cause complications - Thrombophlebitis
or discomforts - nausea, headaches.

IUD Fewer complications; do not have to remember to take,
must be inserted by doctor - many people cannot use.

118-122. Purposes So that she may pass through pregnancy with good mental
and physical health (a) basis of normal growth and
development of infant (b) general good health of
mother.

Role Allay fears and lessen embarrassment of mother.
Explain procedures and tests - assist physician

UNIT IX

PART VI - PERFORMANCE TEST

Possible score:

Time to complete	20 points
Correctness of procedure	50 points
Interaction with patient	30 points
Total	100 points

123. **Directions:** For the Student

A. Read these directions carefully. Study the situation presented. Ask the instructor to explain any factors you do not understand. You will be told when to begin.

B. The purpose of this test is to measure how well you can perform the procedure of perineal care. You are to perform the procedure as demonstrated and taught by your instructor.

C. The amount of time required, the procedure followed and the interaction with the patient will be considered in evaluation of your performance. Five points will be deducted from the possible of 20 points for each minute over 15 that you take to complete the procedure. If you follow the procedure in every detail you will earn 50 points. 30 points will be awarded for effective interaction with the patient. (i.e. lessening embarrassment, explaining procedure and putting patient at ease.)

D. When you are told to begin, start with washing your hands and collecting the equipment from the storage area. Proceed with the procedure as taught and conclude by removing the equipment from the bedside and cleaning it before replacing in storage.

Mrs. Chase represents a female patient who gave birth 18 hours ago. She has an episiotomy. You are to give perineal care to cleanse the area of drainage, and apply a clean sanitary pad without causing her undue embarrassment or discomfort.

Directions to the examiner:

A. Prepare the work station by having the following equipment and and supplies available in the appropriate areas.

   1. Perineal care tray containing:

      a. a graduate or pitcher
      b. cotton balls
      c. sanitary pad
      d. belt
      e. linen saver
      f. glove
      g. paperbag

   2. Bedpan

   3. Mrs. Chase in hospital bed

   4. Bath blanket

   5. Antiseptic solution

   6. Basin

B. Instruct the student to study the directions carefully and to mentally plan her work before beginning.

C. Direct the student when to begin work.

D. As the student works, execute the check list.

E. If the student clearly needs help to keep from making an error that will make it impossible for her to complete the procedure, provide this assistance but give no credit for that step in the procedure for which you gave assistance.

PERFORMANCE CHECKLIST

Possible Points	2
1. Washed hands	
2. Obtained needed equipment tray	
bedpan	
bath blanket	
solution (warmed)	
3. Identified patient	
4. Explained procedure	
5. Provided for privacy	
6. Positioned on back with legs bent	
7. Draped with bath blanket	
8. Removed and disposed of soiled pad	
9. Placed linen saver under buttocks	
10. Place patient on bedpan	
11. Poured warmed solution on inner thigh to test temperature	
12. Poured solution over perineum	
13. Use moistened cotton balls, one at a time, gently stroking from pubic area to anus--once with each ball	
14. Dry in like manner with clean balls	
15. Remove bedpan	
16. Apply clean pad (front to back)	
17. Discard all soiled dressing & cotton balls in paper bag	
18. Provide for patient's comfort	
19. Remove equipment from room	
20. Clean equipment	
21. Replace equipment in proper place	
22. Report procedure done, results and observations	
Total Points (50 maximum)	

Interaction with patient	Possible 6
1. Introduced self	
2. Explained procedure	
3. Did not act embarrassed	
4. Action showed self-confidence	
5. Talked with patient during procedure	
TOTAL POINTS (30 maximum)	

UNIT X

ADMISSION, TRANSFER, AND DISCHARGE

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

In order for you to be a helpful team member you must be:

A. careless.
B. very emotional.
C. understanding.
D. evasive.
E. neurotic.

A B C D E
○ ○ ● ○ ○ (This indicates choice "C" was chosen)

1. Nursing assistants may be expected to take certain actions when a patient is admitted. Which of the following will he/she do?

A. Notify doctor of patient's arrival.
B. Administer oxygen.
C. Administer medication brought by patient.
D. Collect a urine specimen.
E. Collect a blood specimen.

2. All of the following except one will be done routinely when the nursing assistant admits a patient. Which one will she not do?

A. Make the patient as comfortable as possible.
B. Explain to the patient how the bed and call device work.
C. Get patient some fresh water.
D. Show the patient where his personal articles will be kept.
E. Answer all questions politely.

3. When a patient who wears dentures is admitted the nursing assistant will:

   A. wrap the dentures securely and have a member of the family take them home.
   B. wrap the dentures securely and place them in the drawer of the bedside table.
   C. instruct the patient to keep the dentures in at all times.
   D. get the patient a denture cup and show him where to keep it in the bedside table drawer.
   E. get the patient a denture cup and instruct him to keep them on the bedside table.

4. When a patient is admitted he will be told all except one of the following by the nursing assistant. Which one will he/she not tell the patient?

   A. Where and how he can buy newspapers.
   B. Where he can keep toilet articles.
   C. When meals are served.
   D. Where he can weigh himself each day.
   E. Where his clothes are being stored.

5. Observations are important during the admission procedure. Which of the following is least important to observe?

   A. Flushed face.
   B. Swelling.
   C. Type of personality.
   D. Discomfort.
   E. Difficulty in moving.

6. All except one of the following is essential information for the patient's record. Which one is not essential?

   A. Date and hour of admission.
   B. Name of person with patient for admission.
   C. Admission temperature, pulse, and respiration.
   D. Any symptoms stated by the patient.
   E. Weight of patient.

7. When the nursing assistant admits a patient she will do all except one of the following. Which one will she not do?

   A. Call dietary department and order a regular diet.
   B. Check unit to be sure it is equipped properly.
   C. Give patient whatever assistance he may need in undressing.
   D. Collect valuables to put in safe place.
   E. Report to head nurse when admission procedure is completed.

8. When a patient is discharged, the nursing assistant may do all except one of the following. Which one will she not do?

A. Have a wheelchair ready to take the patient to the hospital exit.
B. Ask family to bring clothing, pillows, or blankets if they are needed.
C. Return clothes and valuables to patient.
D. Instruct patient in taking medications at home.
E. Accompany patient to the car.

9. All of the following items except one will be transferred with the patient to a different floor. Which one will not be transferred?

A. Supplies, such as skin lotion and cotton balls.
B. Bedside table.
C. Medical record.
D. Nursing care card.
E. Medication.

10. When a patient is being transferred, the nursing assistant may do all of the following except one. Which one will she not do?

A. Introduce the patient to the head nurse at the new patient care unit.
B. Report on the condition of the patient to nurse on the new patient care unit.
C. Introduce the patient to the patient who will share a unit with him.
D. Give physical and emotional support to patient during move.
E. Take the diet card and nursing care card to the new unit.

11. When a patient chooses to leave the hospital against medical advice, which of the following is most important?

A. Take a TPR.
B. Take a blood pressure.
C. Collect a urine specimen.
D. Ask the laboratory to collect a blood specimen.
E. Have a patient sign a special form.

12. Sometimes it is necessary for a nurse to accompany a nursing assistant in the transfer of a patient. This may be necessary:

A. if the patient is very sick.
B. if the patient is receiving parenteral fluids.
C. if the patient is unconscious.
D. if he is taking medications that require much skill.
E. all of the above.

13. When the patient expresses a desire to stay on a medical floor instead of being transferred to the surgical floor just prior to having surgery, an appropriate reply would be:

A. it helps the surgeon to have all of his patients on the same floor.
B. the staff on the surgical floor are well trained for the needs of patients who have had surgery.
C. you should not have been here in the first place if your doctor suspected you might need surgery.
D. we do not have proper equipment to take care of surgical patients.
E. the staff on the medical floor cannot take care of surgical patients.

14. When a patient is discharged, the nursing assistant may:

A. help patient get dressed.
B. tell nurse if dressings need to be changed.
C. have patient sign a release form.
D. notify dietary department.
E. all of the above.

15. During the discharge procedure you discover the patient's temperature is 100.2° F. Which of the following is most appropriate?

A. Report the patient's temperature to the doctor.
B. Report the patient's temperature to the nurse.
C. Instruct the patient to take his temperature several times during the day after he gets home.
D. Report the finding to the family when they arrive to take the patient home.
E. Record the temperature on the TPR board.

16. In preparing Mrs. Sims for discharge, the nursing assistant's responsibilities will include all of the following, except:

A. have him sign valuables receipt.
B. give dietary instruction.
C. check unit for belongings.
D. accompany him to transportation.
E. help him dress as necessary.

17. Mrs. East is having her menstrual period and you are to collect a urine specimen. You should:

A. collect the specimen and tell the head nurse.
B. collect the specimen and send to laboratory.
C. catheterize the patient.
D. not collect the specimen.
E. tell the laboratory personnel.

18. The patient tells you he plans to leave the hospital with or without the doctor's permission. You should:

A. have him sign a form.
B. call the doctor.
C. tell the nurse in charge.
D. try to talk him out of it.
E. do nothing.

19. Mr. North hesitates and says he does not want to be admitted, after all. The most helpful thing you could say would be:

A. "Never fear. Nancy Nurse is here."
B. "Don't worry, Mr. North, everything will be alright."
C. "Cheer up, we aren't all that bad."
D. "I'm sure you will like it here."
E. None of the above.

20. When transferring a patient by wheelchair, you should enter the elevator:

A. backwards and tilting the chair onto the back wheels.
B. forward and tilting the chair onto the front wheels.
C. forward but tilting the chair onto back wheels.
D. backward but keeping all wheels on the floor.
E. forward but keeping all wheels on the floor.

21. When transferring a patient by stretcher, you should do all of the following things except:

A. proceed slowly and with care.
B. protect the head at all times.
C. fasten safety straps.
D. push it foot end first.
E. position yourself at the foot of the stretcher.

22. A person's valuables that should be sent home or locked up would include:

A. novels.
B. watch.
C. radio.
D. diamond ring.
E. $5.00 bill.

23. Your newly transferred patient has become confused. He is looking for his roommate and goes to the closet to find the bathroom. What should you do?

A. Show him around again.
B. Restrain him in bed until he becomes accustomed to his new surroundings.
C. Stay with him and send for the nurse.
D. Tell the head nurse.
E. Ask the doctor to move him back to the previous room.

24. The head nurse asks you to see if the new patient has any prosthesis. What should you say to the patient?

A. "Do you have any prosthesis?"
B. "You don't have any prosthesis, do you?"
C. "Have you any falsies?"
D. "Do you have any artificial parts such as a false eye or leg?"
E. "Do you have any valuable possessions?"

25. As you are admitting a new patient to a semi-private room, he states, "They promised me a private room."
You should:

A. act as though you did not hear.
B. say, "This is all we have."
C. say, "Oh, I'm sure you will like your roommate."
D. check with the head nurse.
E. say, "They are too expensive."

26. When helping Miss Brown into a wheelchair, you can protect yourself and give more support to her if you:

A. keep your feet 18" apart and bend your elbows.
B. keep your feet 8" apart and bend your elbows.
C. keep your feet at least 18" apart and bend your knees.
D. keep your feet at least 8" apart and hold the patient around the shoulders.
E. none of the above.

27. You are asked to transfer a patient to another hospital unit. He is helpless. The best way to move him would be:

A. place a stretcher even with the bed and have the patient roll onto it.
B. get one other person to help and have the patient scoot onto the stretcher.
C. get two other people to help and lift the patient onto the stretcher.
D. get two other people to help and scoot him onto the stretcher.
E. none of the above.

28. When your patient is leaving the hospital, he gives you an envelope with a $10.00 bill in it. What should you do?

A. Write him a thank you note immediately.
B. Tell him he should be ashamed.
C. Put it in your pocket and say, "Thank you."
D. Refuse, politely.
E. Say, "That's against my ethics."

29. The nursing assistant may be responsible for all the following procedures when admitting a patient, except:

A. temperature, pulse, and respiration.
B. height and weight.
C. starting oxygen, as ordered.
D. blood pressure.
E. obtain urine specimen.

30. Of the several observations that follow, which would be the most urgent and should be reported to the nurse immediately?

A. Rash on abdomen.
B. Respiration of 8 per minute.
C. Bluish color around mouth.
D. A pulse of 76.
E. Temperature of 99.8° F.

31. Select the least accurate statement concerning the hospital admission routine.

A. Admission time covers the period of time from hospital entry until the patient is settled in his room.
B. Hospital admission clerks take the required information from the patient.
C. One of the duties of the nursing assistant is to escort the patient to his room,
D. A new patient should be introduced to his roommate.
E. The nursing assistant will notify the doctor of the patient's arrival.

32. During the admission procedure, you will observe and report all of the following, except:

A. abnormal physical appearance.
B. abnormal emotional behavior.
C. normal vital signs.
D. sores on the body.
E. rashes on the skin.

33. You will routinely collect, and send to the lab an admission specimen of:

A. urine.
B. feces.
C. blood.
D. sweat.
E. gastric juices.

34. Which of the following is not considered one of the patient's vital signs?

A. Temperature.
B. Blood count.
C. Blood pressure.
D. Pulse.
E. Respiration.

35. Which one of the following is not included in the preparation of a room for the admission of a toddler?

A. A check of the bedside table for the admission kit.
B. A safety check of the electrical equipment.
C. The placement of a rectal thermometer on the bedside table.
D. A check for the proper bedside rails.
E. The placement of a comfortable chair in the room for the mother.

36. The most important reason for formulating a Nursing Care Plan on each patient is to:

A. enable the nursing team to meet his emotional needs.
B. enable the doctor to better understand his physical needs.
C. Have a better understanding of his home environment.
D. develop a comprehensive plan which will aid his full recovery.
E. better understand his financial situation.

37. Which one of the following can be done without a doctor's order?

A. Hospital admission.
B. Hospital discharge.
C. Administration of medications.
D. Administration of treatment.
E. Explanations about hospital routines.

38. When discharging a patient, your responsibility ends when you have:

A. placed the patient in the car, and closed the door.
B. packed his clothes, and returned his valuables.
C. escorted him to the front lobby to meet his family.
D. assisted him to the parking lot.
E. escorted him to the business office to pay his bill.

39. Your patient informs you that he is going home - against medical advice. You will immediately:

A. call his doctor.
B. call his family to come get him.
C. report his intentions to the head nurse.
D. assist him to pack.
E. have him sign a release form.

40. When discharging a patient because of death, you will first:

A. collect and pack all his personal belongings.
B. bathe the patient.
C. call the funeral home to come for the body.
D. check to be sure all valuables are returned to the family.
E. remove any catheters, levine tubes and clothing.

41. As a nursing assistant, you may be expected to give the patient discharge instructions including all of the following except:

A. doctor's orders.
B. payment of bill.
C. diet instructions.
D. return appointments.
E. public health assistance.

42. Failure to use screens, curtains, and proper draping while performing an admission procedure is considered to be:

A. carelessness in following the steps of the procedure.
B. an invasion of the patient's privacy.
C. excusable if you are in a hurry.
D. unimportant as long as the patient does not complain.
E. proper procedure if patient is in a private room.

43. The ideal temperature for a sick room is considered to be:

A. 51° - 64° F.
B. 73° - 85° F.
C. 30° - 50° F.
D. 65° - 72° F.
E. 90° - 92° F.

Code No.____________________

Name________________________

Score_______________________

UNIT X

PART I - ANSWER SHEET

	A	B	C	D	E
1.	0	0	0	●	0
2.	0	0	●	0	0
3.	0	0	0	●	0
4.	0	0	0	●	0
5.	0	0	●	0	0
6.	0	●	0	0	0
7.	●	0	0	0	0
8.	0	0	0	●	0
9.	0	●	0	0	0
10.	0	●	0	0	0
11.	0	0	0	0	●
12.	0	0	0	0	●
13.	0	●	0	0	0
14.	0	0	0	0	●
15.	0	●	0	0	0
16.	0	●	0	0	0
17.	0	0	0	●	0
18.	0	0	●	0	0
19.	0	0	0	0	●
20.	0	0	0	●	0
21.	0	0	0	0	●
22.	0	0	0	●	0
23.	0	0	0	●	0
24.	0	0	0	●	0
25.	0	0	0	●	0
26.	0	0	●	0	0
27.	0	0	●	0	0
28.	0	0	0	●	0
29.	0	0	●	0	0
30.	0	●	0	0	0
31.	0	0	0	0	●
32.	0	0	●	0	0
33.	●	0	0	0	0
34.	0	●	0	0	0
35.	0	0	●	0	0
36.	0	0	0	●	0
37.	0	0	0	0	●
38.	●	0	0	0	0
39.	0	0	●	0	0
40.	0	0	0	0	●
41.	0	●	0	0	0
42.	0	●	0	0	0
43.	0	0	0	●	0

UNIT X

PART II - TRUE - FALSE

Directions: Each of the incomplete statements below is followed by several items, each of which will complete the statement and make it either true or false. If the statement is true, darken the circle representing the "T" on the answer sheet. If the statement is false, darken the circle representing the "F" on the answer sheet. (One point for each item completing the statement.

Example:

T F
A. ● O (This indicates "true" for the A response.)

B. O ● (This indicates "false" for the B response.)

44. When a nursing assistant meets a patient to be admitted, she will remember to be:

A. tactful.
B. talkative.
C. a good listener.
D. indifferent.

45. Patients differ in their reaction to being admitted to a hospital depending on:

A. previous experience in hospitals.
B. height.
C. age.
D. diagnosis.

46. When admitting a patient the nursing assistant should know the following:

A. when a patient displays unpleasant behavior, it is usually because of a personality conflict with the nursing assistant.
B. each is an individual and everyone does not respond the same way.
C. the nursing assistant must talk with patients about their medical conditions.
D. the attitude of the nursing assistant represents the entire institution.

47. A 70-year-old lady you are admitting tells you she does not need the side rails up on her bed. A good reply to her would be:

A. "I'm just doing what the nurse told me to do."
B. "It's the hospital policy to have bedside rails up for patients over 65 years."
C. "Don't you like them up?"
D. "We do this because we don't want you to fall."

48. Communicating with patients during the admission procedure is important. The nursing assistant must be aware that:

A. communication is done by words only.
B. gestures and facial expressions may express a message better than words.
C. body movements can communicate a willingness to help.
D. when a nursing assistant is with a patient, feelings and thoughts are always being exchanged.

49. When the nursing assistant arranges the unit in preparation for a new patient he/she must know:

A. adjustments to the bed will be left to the wishes of the patient.
B. the patient should be able to reach all articles on the bedside table easily.
C. the call signal should be put where the patient can reach it easily.
D. the water pitcher should be filled before patient is brought to the room.

50. When a toddler is being admitted by the nursing assistant, the following should be done.

A. All windows should be closed.
B. Large objects must be kept from the bed.
C. Small objects must be kept from the bed.
D. Side rails must be checked.

51. Admission procedures include taking the patient's temperature. The nursing assistant must know:

A. oral and rectal thermometers are alike.
B. thermometers must be handled with care.
C. oral thermometers are more accurate than rectal thermometers.
D. a thermometer should be stored in its container between uses.

52. The patient's admission temperature is over 101° F. The nursing assistant should:

A. report the temperature to the nurse.
B. inform the patient so he/she will be aware of the importance of following orders.
C. record the temperature in TPR book.
D. report the temperature to the doctor.

53. When taking a rectal temperature, the nursing assistant should:

A. be sure the patient is lying on his/her back.
B. insert thermometer carefully and gently one (1) inch into the rectum.
C. fan fold top sheet to bottom of the bed.
D. hold thermometer in place.

54-58. In the routine admission of the patient, you will:

A. explain his diagnosis to him.
B. take his T.P.R.
C. weigh him.
D. measure his height.
E. take his blood pressure.

59-63. The information listed on the patient's Nursing care plan will include his:

A. name, age, and sex.
B. insurance number.
C. vital signs.
D. occupation.
E. medication.

64-68. The label on an admission urine specimen must include the patient's:

A. allergies.
B. doctor's name.
C. activities.
D. name.
E. date.

69-73. A patient may be transferred to a private room because:

A. he is very ill.
B. he wants companionship.
C. he wants a less expensive room.
D. a new patient wants his room.
E. his condition has improved.

74.78. When transferring a patient you should:

A. make sure his new unit is ready.
B. move his bed with him.
C. explain the change to him.
D. let the orderly take charge of the move.
E. ask the patient to carry his own records.

Mr. Waters appears anxious and upset upon admission. In order to be helpful to this patient, you should understand that:

79. He may act this way because he fears the unknown.
80. A patient may express apprehension by talking constantly or not at all.
81. The best way to handle a patient's apprehension is to tell him that everything is going to be alright.
82. The only way you can tell if a patient is apprehensive is if he tells you he is.

Mr. Waters wants to keep his own medication and asks you to keep his secret. Your actions in this situation are guided by the following.

83. It is extremely important to keep in confidence all personal matters of the patient.
84. Combinations of certain drugs can cause death.
85. The physician should know what medication the patient has been on.
86. The medication can be locked up and returned to him anytime.
87. A patient's own medication is his own business.

Directions: Some of the following statements are true, some are false. If the statement is true, darken the circle representing the "T" on the answer sheet, and do no more. If the statement is false, fill in the circle representing "F" and do two more things.

1. In blank "A" on the answer sheet place the word, or group of words which makes the statement false.
2. In blank "B" on the answer sheet place the word, or group of words that would make it true. Do Not Use Words Which Are Underlined.

88. A patient who is confused will not respond appropriately to what is asked or said.

89. Oral temperatures are routinely taken on children.

90. The rectal method of taking temperatures requires the longest time and is the least accurate.

91. The systolic blood pressure reading represents the heart at rest.

92. Strong emotions such as fear and worry can elevate the blood pressure.

93. Vital signs include height and weight.

94. "Admission" is the time that the patient spends in the admitting office.

95. A patient must sign a receipt before discharge to show his valuables have been returned to him.

Code No.____________________

Name____________________

Score____________________

UNIT X

PART II - ANSWER SHEET

		T	F
44.	A.	●	○
	B.	○	●
	C.	●	○
	D.	○	●
45.	A.	●	○
	B.	○	●
	C.	●	○
	D.	●	○
46.	A.	○	●
	B.	●	○
	C.	○	●
	D.	●	○
47.	A.	○	●
	B.	○	●
	C.	○	●
	D.	●	○
48.	A.	○	●
	B.	●	○
	C.	●	○
	D.	●	○
49.	A.	○	●
	B.	●	○
	C.	●	○
	D.	○	●
50.	A.	○	●
	B.	●	○
	C.	●	○
	D.	●	○

		T	F
51.	A.	○	●
	B.	●	○
	C.	○	●
	D.	●	○
52.	A.	●	○
	B.	○	●
	C.	●	○
	D.	○	●
53.	A.	○	●
	B.	●	○
	C.	○	●
	D.	●	○
54-58.	A.	○	●
	B.	●	○
	C.	●	○
	D.	●	○
	E.	●	○
59-63.	A.	●	○
	B.	○	●
	C.	●	○
	D.	●	○
	E.	○	●
64-68.	A.	○	●
	B.	●	○
	C.	○	●
	D.	●	○
	E.	●	○

Code No.________________________

Name________________________

Score________________________

UNIT X

PART II - ANSWER SHEET

(Continued)

		T	F
69-73.	A.	●	○
	B.	○	●
	C.	○	●
	D.	○	●
	E.	●	○
74-78.	A.	●	○
	B.	○	●
	C.	●	○
	D.	○	●
	E.	○	●
79.		●	○
80.		●	○
81.		○	●
82.		○	●
83.		○	●
84.		●	○
85.		●	○
86.		○	●
87.		○	●

88. T F
● ○
A.________________________
B.________________________

89. T F
○ ●
A. oral
B. rectal

90. T F
○ ●
A. rectal
B. axillary

91. T F
○ ●
A. systolic
B. diastolic

92. T F
● ○
A.________________________
B.________________________

93. T F
○ ●
A. height and weight
B. temperature, pulse and respiration

94. T F
○ ●
A. admitting office
B. until patient is settled in room

95. T F
● ○
A.________________________
B.________________________

UNIT X

PART III - MATCHING

Directions: Match the terms in Column II with the descriptions in Column I. Darken the circle on the answer sheet which represents the correct answer.

COLUMN I

96. extremely overweight
97. bedsores
98. able to walk
99. difficulty in breathing
100. urinate
101. extremely underweight
102. yellow appearance of the skin
103. bluish appearance of the skin
104. lack of appetite
105. scraping wound

COLUMN II

A. dyspnea
B. contusion
C. emaciated
D. conscious
E. anorexia
F. obese
G. rapport
H. jaundice
I. decubiti
J. abrasion
K. void
L. cyanotic
M. ambulatory

COLUMN I

106. Blood vessel that carries oxygen-full blood away from the heart.

107. The force that is exerted by the heart to pump the blood around the body.

108. Blood vessel that can be felt on either side of the neck below the ear lobes.

109. Blood vessel that can be felt on the instep of the foot.

110. Blood vessel that can be felt on either side of the head just above the edge of the eye brow.

COLUMN II

A. Pulse
B. Blood pressure
C. Carotid artery
D. Dorsalis pedis artery
E. Posterior tibial artery
F. Radial artery
G. Artery
H. Temporal artery

Directions: Match the abbreviations in Column II with the descriptive statements in Column I. Fill in the circle on the answer sheet which represents the correct answer. (5 points - 1 each)

COLUMN I

111. Every other day

112. Twice a day

113. Every 4 hours

114. Four times a day

115. Three times a day

COLUMN II

A. Q.I.D.
B. E.O.D.
C. Q. 4 hours
D. Q.D.
E. B.I.D.
F. T.I.D.
G. H.S.
H. Q. 3 hours

Directions: Match the definitions in the left-hand column of the two groups below with the terms in the right-hand column. Darken the circle on the answer sheet which represents the correct answer. You may use a term more than once.

GROUP I

116. Loss of ability to move
117. Difficult breathing
118. Deficiency
119. Interest in, and desire for food
120. Not aware of, or not responding to surroundings
121. Loss of control over bladder or bowels
122. Blue tinge to fingernail beds, lips, earlobes, etc.

A. Shortage
B. Aphasia
C. Unconscious
D. Cyanosis
E. Paralysis
F. Dyspnea
G. Appetite
H. Dysphagia
I. Incontinence

GROUP II

123. Sucking of food, vomitus or saliva into the lungs with the breath.
124. Feeling of uneasiness.
125. Feeling that life is not worthwhile.
126. Bowels hold the feces rather than expel them.
127. Undesirable and unavoidable worsening of a condition or situation.
128. Drug that makes patient senseless to pain.
129. No breathing.

A. Depression
B. Complications
C. Anxiety
D. Apnea
E. Aspiration
F. Voiding
G. Respiration
H. Constipation
I. Anesthetic

Code No.____________________

Name____________________

Score____________________

UNIT X

PART III - MATCHING

	A	B	C	D	E	F	G	H	I	J	K	L	M
96.	0	0	0	0	0	●	0	0	0	0	0	0	0
97.	0	0	0	0	0	0	0	0	●	0	0	0	0
98.	0	0	0	0	0	0	0	0	0	0	0	0	●
99.	●	0	0	0	0	0	0	0	0	0	0	0	0
100.	0	0	0	0	0	0	0	0	0	0	●	0	0
101.	0	0	●	0	0	0	0	0	0	0	0	0	0
102.	0	0	0	0	0	0	0	●	0	0	0	0	0
103.	0	0	0	0	0	0	0	0	0	0	0	●	0
104.	0	0	0	0	●	0	0	0	0	0	0	0	0
105.	0	0	0	0	0	0	0	0	0	●	0	0	0
106.	0	0	0	0	0	0	●	0					
107.	0	●	0	0	0	0	0	0					
108.	0	0	●	0	0	0	0	0					
109.	0	0	0	●	0	0	0	0					
110.	0	0	0	0	0	0	0	●					
111.	0	●	0	0	0	0	0	0					
112.	0	0	0	0	●	0	0	0					
113.	0	0	●	0	0	0	0	0					
114.	0	0	0	0	0	●	0	0					
115.	0	0	0	0	0	●	0	0					

GROUP I - GROUP II

	A	B	C	D	E	F	G	H	I
116.	0	0	0	0	●	0	0	0	0
117.	0	0	0	0	0	●	0	0	0
118.	●	0	0	0	0	0	0	0	0
119.	0	0	0	0	0	0	●	0	0
120.	0	0	●	0	0	0	0	0	0
121.	0	0	0	0	0	0	0	0	●
122.	0	0	0	●	0	0	0	0	0
123.	0	0	0	0	●	0	0	0	0
124.	0	0	●	0	0	0	0	0	0
125.	●	0	0	0	0	0	0	0	0
126.	0	0	0	0	0	0	0	●	0
127.	0	●	0	0	0	0	0	0	0
128.	0	0	0	0	0	0	0	0	●
129.	0	0	0	●	0	0	0	0	0

UNIT X

PART IV - COMPLETION

Directions: Each of the statements below contain a blank or blanks in the statement. You are to supply the missing word or words. Write your answer in the blank provided on your answer sheet.

130. If the patient has not been up and about in the hospital, a/an ____________________ or ______________ should be used to transport the patient to the hospital exit at the time of discharge.

131. Two ways of transporting an unconscious patient within the hospital are by ____________________ or ______________.

132. A paralyzed patient is transported best within the hospital by ________________________.

133. Vital signs may be identified as ______________________, ________________, ______________, and _____________.

134. Routine urine specimens should be taken immediately to the ____________________.

135. With the unconscious patient, _______________ thermometers will be used.

136. The most desirable mode of transfer for a patient in traction is the ____________________.

137. During the transfer of a patient, the nursing assistant should give _________________ and ______________ support to keep the patient's spirits up.

138. With a small child ________________ thermometers must not be used.

139. The patient having an oral temperature taken will keep the thermometer under the _________________ and keep his _______________ closed.

140. The patient having a rectal temperature taken should be lying on his ________________.

141. Thermometers must be cleaned to avoid __________________.

142. The bulb of a thermometer is placed in the center of the armpit when a/an ______________ temperature is necessary.

143. Rectal temperatures are normally one (1) degree higher than _______________________ temperatures.

144. When a patient is discharged, unused medications are usually returned to the _______________.

145. The nursing assistant is not permitted to administer ________ while working on the hospital unit.

146. The things that a patient tells you about his illness are _____________________.

147. Clues to the patient' illness that you can see or hear are known as _______________.

148. The medical term used to describe the loss of a large amount of blood is _________________.

149. You will immediately report a fall in the blood pressure of a patient to the _____________.

150. In preparing a unit for a new patient, you will "open" the bed by ____________ the top linen to the foot of the bed.

151. Three very important observations of the skin that can be made during an admission bath are _______, __________, and ____________.

152. In preparing a unit for a stretcher patient, the adjustable bed should be in ________________ position.

153. List three important things that should accompany a patient when he is being transferred ____________, ________________ and _________________.

154. A good working relationship between you and your patient is called _____________________.

155. A sphygmomanometer is used to take ____________________.

156. The common name for pediculi is _________________.

157. When your patient is transferred to a semi-private room, you should introduce him to his _____________.

158. The patient's toilet articles should be kept in _____________.

159. When you first welcome a newly transferred patient to your unit, you should ________________.

160. When a patient leaves the hospital, it is called_____________.

PART IV

A CONTROLLED COMPLETION

Directions: In the statements below, you are to trace the air from the time it is inhaled until it is exhaled. You are to fill in the key word or words which have been omitted. The correct words that fit into the blank spaces are included in the lettered list that follows the statement. Select the word or words that best fit in each blank and place its letter in the appropriate blank on the answer sheet. (10 points - 1 each)

The air is inhaled through the (161) ________________ and (162) ________________. It passes down the (163) ______________, and into the lungs through the (164) _________, and ________________ into the (166) ________________. Here the gaseous exchange takes place. (167) ________________ from the air passes through the alveolar wall, and goes into the bloodstream. (168) ______________ is given up by the blood, and passes through the alveoli. It is then breathed out of the (169) ____________ with the next (170) ________________.

A. BRONCHI
B. ALVEOLI
C. TRACHEA
D. OXYGEN
E. BRONCHIOLES
F. BLOODSTREAM
G. NOSE
H. CARBON DIOXIDE
I. MOUTH
J. LUNGS
K. HEART
L. VEINS
M. EXHALATION
N. ARTERIES
O. THROAT

Code No.____________________
Name____________________
Score____________________

UNIT X

PART IV - ANSWER SHEET

130. wheelchair
stretcher
131. bed
stretcher
132. stretcher
133. temperature
pulse
respiration
blood pressure
134. laboratory
135. rectal
136. bed
137. physical
emotional
138. oral
139. tongue
lips - mouth
140. side
141. spreading disease
142. axillary
143. oral
144. pharmacy

145. medications
146. symptoms
147. signs
148. hemorrhage
149. head nurse
150. fanfolding
151. color
decubiti
rashes
152. high
153. chart
medications
nursing care plan -
kardex
154. rapport
155. blood pressure
156. lice
157. roommate
158. bedside table drawer
159. introduce yourself
160. discharge

Code No.____________________

Name____________________

Score____________________

UNIT X

PART IV - A CONTROLLED COMPLETION

ANSWER SHEET

161. ___G___

162. ___I___

163. ___C___

164. ___A___

165. ___E___

166. ___B___

167. ___D___

168. ___H___

169. ___J___

170. ___M___

UNIT X

PART V - ESSAY

Directions: The following items will give you an opportunity to express your understanding in your own words. For full credit, answer the questions in terms of the guidelines listed. Place all answers on the answer sheet.

171-175. Describe the admission procedure of your hospital. (5 points)

A. Mode of transportation to floor.
B. Introduction and orientation.
C. Observation of patient.
D. Specimen.
E. Valuables.

176-179. Describe the transfer procedure of local hospital. (4 points)

A. Explanation to patient.
B. Personal belongings.
C. Mode of transporting
D. Introduction to new unit.

180-184. Describe the proper admission procedure in terms of the following guidelines: (5 points)

A. preparation of unit.
B. admission check list.
C. valuables.
D. observation.
E. orientation.

185-188. Describe the proper discharge procedure in terms of the following guidelines: (4 points)

A. permission for discharge.
B. preparation of patient.
C. personal belongings.
D. mode of transportation.

189-193. Discuss the admission procedure of a surgical patient in terms of the following guidelines: (5 points)

A. physical care.
B. emotional support.
C. observation.
D. diet.
E. specimens.

194-198. Discuss the transfer of a patient from the Recovery Room to his unit in terms of the following guidelines. (5 points)

A. transportation.
B. physical needs.
C. special equipment.
D. observations.
E. reporting.

UNIT X

PART V - ANSWER SHEET

171-175. A. Importance of taking elevator instead of steps if patient is ambulatory.

B. Introduction to staff and roommate (must include both). Orientation must include:

(1) use of call bell.
(2) location of bathroom.
(3) where personal belongings are kept.
(4) when to expect meals to be served.

C. (1) appearance.
(2) vital signs.
(3) height and weight.

D. Urine specimen (must name).

E. Lock in cabinet at station provided (must be specific).

176-179. A. Reason for tactful explanation.

B. Care of patient during transfer.

C. Reason for different uses and safety precautions involving each.

D. Introduction to staff and roommate (must name both).

180-184. A. Equipment and supplies in place, "open bed", have hospital gown ready, check temperature of room, eliminate drafts.

B. Checklist should include - Temperature, pulse and respiration, blood pressure, allergies, valuables, height and weight.

C. All valuable items and money over $5.00 for spending money must be listed and placed in an envelope to be kept in the hospital safe. Patient must receive receipt for valuables.

D. Abnormal appearance or behavior. Rashes or breaks in the skin.

E. Introductions, explanation of equipment, such as call system and operation of bed. Meals and bathroom.

185-188. A. Discharge order must be signed by physician.

B. Dressing, appointment, prescriptions.

C. Check bedside cabinets, dresser, closets, through linens.

D. Accompany patient to transportation, many hospitals require patient to be discharged via wheelchair.

189-193. A. Transportation, assistance undressing, valuables, clothing, position in bed (must discuss 3 out of 5).

B. Nursing assistant's role, family, head nurse, doctor, anesthesia (must discuss 3 out of 5).

C. Symptoms of cold, temperature, pulse, respiration, blood pressure, color, rash (must discuss 3 out of 7).

D. N.P.O. (must state).

E. Urine (must state).

194-198. A. Stretcher (must name).

B. Warmth, cleanliness, restraints, position, pillows (must discuss 3 out of 5).

C. I.V. pole, restraints, levine tube, catheter, suction machine, oxygen, guard rails (must discuss 3 out of 5).

D. Nausea, color, pulse, respirations, blood pressure, dressings (must discuss 3 out of 6).

E. Reactions, response, medications, general condition, anesthesia (must discuss 3 out of 5).

UNIT X

PART VI - PERFORMANCE

Directions To Student

1. Read these instructions carefully. Review the hospital procedure book for the admission of a patient. Your instructor will explain all directions which are not clear to you. She will also tell you when to start. Due to the nature of this performance test, a specific start time cannot be given very far in advance.

2. The purpose of this test is to measure your performance in the basic procedure of admission of a patient. You are to follow the procedure demonstrated and taught by your instructor.

3. The amount of time required, the procedure followed and the quality of the finished work will be considered in evaluating your performance. You can earn a total of 50 points by completing the procedure in 30 minutes. Two points will be deducted for each minute beyond 30. You must continue until the procedure is finished. You can earn 50 points by following the procedure as carefully as the patient's condition permits. You will receive 50 points if your finished work meets all standards of quality. To obtain the highest possible score, follow the proper procedures and work as rapidly and efficiently as you can.

4. When your instructor tells you a patient is to be admitted, proceed as follows:
    a. Arrive in admission office or emergency room for patient.
    b. Choose method of transporting patient if you have no specific instruction.
    c. Introduce patient to staff and roommate.
    d. Orient patient to unit.
    e. Observe patient (vital signs, appearance).
    f. Weigh patient.
    g. Collect urine specimen.
    h. Collect valuables.
    i. Record information in proper place.
    j. Tell nurse in charge that procedure has been completed.

205. Performance Test: Admitting a patient.

Name ______________________________ Date ________________

Instructor: ____________________________

Possible Score:	150	**Student's Score**	
Time	50	Time	____
Procedure	50	Procedure	____
Quality of Work	50	Quality of Work	____
Total	150	Total	____

Instructions To Examiner for performance of Admission of a patient.

1. Instruct student to review procedure.
2. Encourage student to ask questions if he has any.
3. Direct the student when to start.
4. Record starting time below.
5. Interfere with the procedure only when necessary.
6. If student reaches a point where he cannot complete procedure without help, instruct where it is necessary, but allow no credit in the area which required help.
7. Procedure Check List is provided and should be executed as student performs.
8. Record completion time below.

Starting Time ________________

Completion Time ________________

PROCEDURE CHECK LIST

(To be executed while students perform)

Admission procedure	Maximum Credit	Earned Credits
1. Selects mode of transportation for patient to prepared unit	3	______
2. Relaxed with introduction to patient	3	______
3. Friendly but professional during transporting of patient to unit	3	______
4. Introduces patient to roommate	3	______
5. Introduces patient to staff	3	______
6. Orientation to unit:		
a. Shows patient how to use call bell	3	______
b. Explains T.V.	3	______
c. Explains visiting hours	3	______
d. Tells patient of mealtime hours	3	______
e. Tells patient where he can keep personal belongings	3	______
f. Tells patient how and where newspapers are sold	3	______
g. Explains use of telephone	3	______
7. Notes appearance of patient:		
a. Notes color	3	______
b. Notes condition of skin	3	______
c. Notes whether comfortable or in pain	3	______

Admission procedure, continued.	Maximum Credit	Earned Credits
8. Takes vital signs:		
a. Blood pressure	4	______
b. Pulse	4	______
c. Respiration	4	______
d. Temperature	4	______
Care of thermometer after using	3	______
9. Obtain height and weight:		
a. Accuracy in measuring	3	______
b. Safety precautions used during weighing and measuring	4	______
10. Collect urine specimen	3	______
a. Confidence about kind of container to use	3	______
b. Instructions to patient for collecting	3	______
c. Care of specimen after collecting	3	______
d. Reporting of collection of specimen	3	______
11. Collect valuables:		
a. Explanation to patient	3	______
b. Signature of patient on deposit slip	4	______
C. Demonstrates knowledge of where to put them	4	______
12. Record all information on proper forms	2	______
13. Reports to head nurse that procedure is finished	1	______

PART VI - MANIPULATIVE PERFORMANCE TEST

Student's Name________________ Instructor's Name__________________

Maximum Possible Score________ Time Test Began____________________

Student's Score_______________ Time Test Ended____________________

The purpose of this test is to measure how well you can perform the basic procedures listed in the assignment below. In completing this assignment, you are to follow the procedure taught by your instructor.

TRANSFERRING A PATIENT

206. A simulated hospital room with a patient will be set up in the Nursing Arts Laboratory. Another simulated empty room will be set up in the lab to receive the patient. Mr. Jones has been admitted to the surgical ward with a diagnosis of a peptic ulcer. He is to be transferred to a private room. All of the equipment you will need for your assignment will be placed in the simulated units. You will report to your supervisor when you have finished this assignment, as you would after completing an assignment in the hospital.

You will be rated on:

A. your personal grooming.
B. how correctly you perform the procedure.
C. your relationship with your patient.
D. completion of the procedure in the time allowed.
E. the report you give to the head nurse, of the new unit, and to the supervisor when you finish.

Ask any questions you have before you begin. Afterwards, you are on your own, as you would be on the job. You will receive the starting signal from the supervisor, and be allowed twenty minutes to complete the total procedure. Your patient will represent a problem to you as you work. The way in which you react to this problem will influence your score.

DIRECTIONS TO THE SUPERVISORS

The equipment needed will be:

1. bed and patient
2. bedside stand
3. chair
4. valuables
5. toliet articles
6. clothes
7. admission kit
8. stretcher
9. medications
10. nursing care plan
11. chart
12. helper
13. bath blanket
14. utility cart
15. simulated empty unit bed

The bed is made up as usual with the patient in the bed. Personal belongings and equipment should be in place.

Appoint one teacher to act as supervisor to receive the report from the student at the completion of the assignment. Appoint the person who will act as helper, and the person who will act as head nurse on the new unit. Notify the student to whom she will report. The student should be allowed five minutes to read the instructions, plan her activities, and ask questions. Supervisors instruct the patient of the problem to present, and at what time. Allow the student twenty minutes for the total procedure. Subtract one point for each minute over the allotted time.

INSTRUCTIONS

As the student works, complete the following check list.

GROOMING CHECK LIST	Maximum Score	Credit Allowed
1. Is uniform clean, well pressed?	2	
2. Is uniform correct fit and length?	2	
3. Is hair neat, clean, and off collar?	3	
4. Are hose without runs?	2	
5. Are shoes spotless?	3	
6. Does student appear clean - little makeup?	3	
7. Are nails clean and short?	2	
8. Is name pin worn?	2	
9. No jewelry: except wedding band and watch.	2	
10. Is posture good when working?	3	
Total	24	

NURSE - PATIENT INTERPERSONAL RELATIONSHIP

CHECK LIST

	Maximum Score	Credit Allowed
1. Shows concern for patient's comfort during entire procedure.	3	______
2. Student greets patient courteously, introduces self.	2	______
3. Explains to patient what is to be done.	3	______
4. Student reacts to problem Problem: Patient complains of pain, and does not want to be moved.	3	______
Total	11	

TRANSFER

I. **Purpose:**
To transfer a patient from one unit to another.

II, Transfer of the patient.	Maximum Score	Credit Allowed
1. Checks to see if new unit is ready.	2	
2. Tells the patient that he is being transferred. Explains in a calm way that the change is only for his benefit.	3	
3. Collects all of the patient's clothing and packs in suitcase.	3	
4. Checks bedside table for personal items.	3	
5. Collects all items from admission kit.	2	
6. Explains to patient that valuables will stay safe until he is discharged.	2	
7. Places personal belongings, and articles from admission kit on cart.	3	
8. Rings for helper and with assistance moves patient to stretcher.	3	
9. Asks Head Nurse about medications, chart, Nursing Care Plan, and diet card.	3	
10. With aid of helper transfers patient to new unit.	2	
11. Introduces patient to Charge Nurse at new unit.	2	
12. Conducts transfer safely and gives patient physical and emotional aid.	3	
13. Gives Charge Nurse report, medications, and records transferred with patient.	3	
14. Using appropriate safety measures, transfers patient into new bed.	3	
15. Wishes patient farewell, and returns to original unit.	3	
Total	40	

UNIT XI - DEATH

CARE OF THE DYING PATIENT

PART I - MULTIPLE CHOICE

Directions: Each of the questions or statements below is followed by several words or phrases. You are to select the word or phrase which gives the correct or best answer. Indicate your choice in the proper space on the answer sheet.

Example:

Who will give you your daily assignment after you go to work in the hospital?

A. Director of nursing.
B. Doctor.
C. Unit supervisor.
D. Team leader.
E. Hospital administrator.

A B C D E
○ ○ ○ ● ○ (This indicates choice "D" was choosen)

1. Caring for the dying patient requires all EXCEPT which of the following:

   A. utmost tact.
   B. religious counselling.
   C. empathy and sympathy.
   D. understanding and patience.
   E. emotional stability.

2. When a patient suspects he is going to die, he may react in various ways. Choose the LEAST likely reaction below.

   A. He may ask everyone about his chances for recovery.
   B. He may be afraid to be alone.
   C. He may want a lot of attention.
   D. He may ask for his valuables to keep under his pillow.
   E. He may ask for a visit from his clergyman.

3. When caring for a dying patient, the nurse should give emotional support to the family by doing all EXCEPT one of the following:

   A. witness the signing of the will, if requested.
   B. respect the family's right to privacy.
   C. do necessary nursing care quietly and efficiently.
   D. be as helpful to patient's visitors as possible.
   E. refer questions the family may ask to the proper person.

4. Select one from the following statements which is NOT a symptom of approaching death.

   A. Circulation slows. The patient's hands and feet perspire.
   B. Body temperature may increase to convulsion level.
   C. Breathing becomes slower and more difficult.
   D. The jaws may drop and mouth remain open.
   E. The pulse may be rapid but weak and irregular.

5. Select the one of the following which is NOT a statement of important nursing care for the dying patient.

   A. The room should be kept well ventilated and properly lighted.
   B. The patient is addressed in a normal voice.
   C. The patient's position must be changed often.
   D. The patient should be fed a regular diet as long as he is conscious.
   E. The conscious patient should be given the bedpan and urinal often.

6. Good nursing care for the dying patient is important. Select the most appropriate procedure to follow in personal care of the patient.

   A. Give backrubs and special skin care frequently.
   B. Baths should be given at least twice a day.
   C. Frequent mouth care is a MUST.
   D. A, B, and C are correct.
   E. A and C are correct.

7. In meeting the spiritual needs of the patient select one of which is NOT appropriate.

   A. Be sure that some type of spiritual counseling is provided the patient.
   B. Call a priest or clergyman of the patient's choice, if requested to do so.
   C. In no way may we inflict our personal religious beliefs on the patient.
   D. If requested, we should read the Bible to the patient.
   E. We may ask the family about the customs of religions about which we are unfamiliar.

8. Select from the following articles the INCORRECT one. When assisting the priest in anointing the patient, the following articles should be prepared on a small table.

A. Two candle holders and blessed wax candles and matches.
B. A crucifix on a stand.
C. A head cover for the nurse and the priest.
D. Holy water in bottle.
E. Clean, folded towel.

9. Select from the following list the item NOT normally found in a morgue kit.

A. Square of muslin and roll of one-inch bandage.
B. Two identification tags.
C. Perineal pad.
D. Denture cup.
E. Mortuary gown or shroud (if used).

10. From the following list of post mortem care procedures, select the one which should be done FIRST.

A. Collect all belongings, wrap and label.
B. Take care of clothes and personal belongings.
C. Secure a morgue kit.
D. Have a doctor declare the patient dead.
E. Take the body to the morgue.

11. Before taking the patient to the morgue, select the procedure which is NOT usually done.

A. Dentures are replaced in the patient's mouth.
B. Tubes and devices for drainage are inserted.
C. The patient's mouth and eyes are closed.
D. Arms and legs are straightened.
E. Discharges and secretions are cleaned up.

12. Select from the following the UNACCEPTABLE method of caring for the deceased patient's valuables.

A. A manila envelope containing valuables which are listed on the chart are signed for, and given to the funeral director.
B. Valuables may be given to a family member who signs for them.
C. Valuables should always be listed on a hospital record and kept in the hospital safe.
D. Valuables should remain in the hospital administrator's office.
E. Valuables should be left at Nursing Station.

13. When a dying patient requests assistance with a will, the nurse assistant may do all except which one of the following:

A. call the patient's family to assist the patient, if requested.
B. call the attorney to assist, if requested.
C. sign the will as a witness, if requested.
D. seek help from the supervisor when in doubt about what to do.
E. tell the patient someone will be glad to assist them.

14. When the deceased patient is of Orthodox Jewish faith, which of the following statements is applicable?

A. A prayer book is placed in the hands.
B. A candle is lit and placed beside the body.
C. Special services are rendered the patient immediately after death.
D. The funeral director will handle all arrangements.
E. The patient's body should not be touched after death until the Rabbi arrives.

15. Select from the following the INAPPROPRIATE behavior when the dying patient's family asks you questions.

A. Answer any question you can.
B. Let the family know quickly you cannot answer their questions.
C. Do whatever requested, if it is allowed.
D. Refer the question to the head nurse.
E. Take the question to the head nurse and transmit the response.

Code No.____________________

Name____________________

Score____________________

UNIT XI

PART I - ANSWER SHEET

	A	B	C	D	E
1.	0	●	0	0	0
2.	0	0	0	●	0
3.	●	0	0	0	0
4.	0	●	0	0	0
5.	0	0	0	●	0
6.	0	0	0	0	●
7.	●	0	0	0	0
8.	0	0	●	0	0
9.	0	0	0	●	0
10.	0	0	0	●	0
11.	0	●	0	0	0
12.	●	0	0	0	0
13.	0	0	●	0	0
14.	0	0	0	0	●
15.	0	●	0	0	0

UNIT XI

PART II - TRUE - FALSE

Directions: For the following True or False items, darken the circle below the "T" for True or the "F" for False on the answer sheet.

Example:

The flag contains 48 stars.
T F
○ ●

16. The term "family" includes relatives and friends who are concerned about the patient's condition.

17. Even if the patient seems to be unconscious, you should speak in a normal voice.

18. You are usually expected to stop doing your work while the patient's family is present.

19. The dying patient is normally given the routine personal care he would receive if he were expected to recover.

20. You should change the position of the patient more often than usual to keep him comfortable and prevent irritation to the skin.

21. You should refuse to assist the priest in administering the last rites if it is against your personal beliefs.

22. One of the signs of approaching death is that the patient's hands and feet are cold to touch.

23. The dying patient is just as important to you as the patient who is going to recover.

24. Only a doctor can officially pronounce a patient dead.

25. The patient's artificial eye is placed in a bag with his other valuables after death.

Code No.____________________

Name____________________

Score____________________

UNIT XI

PART II - ANSWER SHEET

	T	F
16.	○	●
17.	●	○
18.	○	●
19.	●	○
20.	○	●
21.	○	●
22.	●	○
23.	●	○
24.	●	○
25.	○	●

UNIT XI

PART III - MATCHING

Directions: Select from the clergymen listed on the right the proper one for each of the religions on the left. Please mark on the answer sheet in the circle under A, B, C, D, E, F, G. You may use one more than once.

Example:

A	B	C	D	E	F	G
○	○	○	●	○	○	○

26. Baptist
27. Catholic
28. Christian Scientist
29. Episcopal
30. Jewish

A. Practitioner
B. Friend
C. Rabbi
D. Reverend
E. Chaplain
F. Priest
G. Minister

Directions: Select from the list on the left the appropriate religion for the belief listed on the right. Mark the circle under the corresponding letter as you did in the previous matching list. These items were taken from your research assignment.

31. Man will be judged and sent to Heaven or Hell.
32. Less definite about life after death.
33. Believes in simple reincarnation.
34. Believes that soul is reincarnated into many bodies before judgment.
35. Something in man endures after death.

A. Shinto
B. Hinduism
C. Buddhism
D. Islam
E. Judaism
F. Christianity

Code No.____________________

Name________________________

Score_______________________

UNIT XI

PART III - ANSWER SHEET

	A	B	C	D	E	F	G
26.	○	○	○	○	○	○	●
27.	○	○	○	○	○	●	○
28.	●	○	○	○	○	○	○
29.	○	○	○	○	○	●	○
30.	○	○	●	○	○	○	○
31.	○	○	○	●	○	○	○
32.	○	○	○	○	●	○	○
33.	○	○	●	○	○	○	○
34.	○	●	○	○	○	○	○
35.	●	○	○	○	○	○	○

UNIT XI

PART IV - COMPLETION

Directions: Complete the following statements by placing the missing word or words in the corresponding blank on the answer sheet.

36. The patient who is unable to control elimination of feces or urine is ____________________.

37. After a person dies, the body and limbs stiffen. This stiffening is called ________________.

38. The word used in health care institutions to mean after death is __________________.

39. Surgical examination of the body after death is called ____________________.

40. When the patient's condition is critical, the doctor will officially place his name on the ______________.

41. As circulation slows, what areas of the body usually become cold? ____

42. The garment used to cover the patient's body after death is called a ______________________.

43. Mucus collecting in the patient's throat may cause a sound which is commonly called a ______________.

44. What is the place in the hospital where bodies of patients who have died are sent? _____________________.

UNIT XI

PART IV - COMPLETION

Directions: FROM the following list marked ACTIONS, select WHAT YOU WOULD DO IN THE FOLLOWING situations. Mark the circle under the proper letter (A, B, C, D, E) beside each of the numbers of the statements below.

Example:

When you are taking care of a patient at home and he expires.

Answer sheet: 1. __A__

ACTIONS:

A. Call the doctor.
B. Listen to the patient.
C. Avoid making family feel "in the way."
D. Tell the nurse in charge.
E. Change the position of the patient's body.

WHAT WOULD YOU DO?

45. If a dying patient or a member of his family asks you to witness a will? ________

46. When members of the family of a dying patient spend a lot of time with the patient? ________

47. When a dying patient talks a lot? _______

48. When you think a dying patient has stopped breathing? _____

49. When a dying patient has been lying in the same position for three hours? ________

50. When the family of the person who died wants to talk with the doctor? ________

Code No.____________________

Name____________________

Score____________________

UNIT XI

PART IV - ANSWER SHEET

36. incontinent
37. rigor mortis
38. post mortem
39. autopsy
40. critical list
41. extremities
42. shroud
43. death rattle
44. morgue
45. D
46. C
47. B
48. D
49. E
50. D

UNIT XI

PART V - ESSAY

Directions: Please write your answers to the following essay questions in the space beside the numbers on the answer sheet. (10 points each)

51.-60. When assisting the priest with the anointing of the sick, list two responsibilities of the nurse. List the equipment you will need.

61.-70. At the time of death, what are the three definite signs which tell us this is happening? When any one of these three signs are observed, what procedure will you follow?

UNIT XI

PART V - ANSWER SHEET

51.-60. Nurse's responsibilities:

1. Prepare the equipment
2. Assist the priest.

Priest's responsibilities:

1. Explain the procedure to the nurse.
2. Administer the rites.

Equipment needed:

Candles, crucifix, matches, sprinkler of holy water, violet stole, oils, container of sponges, receptacle of salt, clean folded towel, small cube of crustless bread.

61.-70. List signs:

1. Cessation of breathing.
2. Absence of pulse and heart sound.
3. Eyes do not react to light.

Procedure to follow:

Call the nurse in charge.

Nurse in charge calls doctor.